

Policy Council Meeting
6-25-19
Submitted by: Kerry Mehling

Members Present: Allisha Coffman, Gloria Morales, Austin Lentfer, Jeanne Ogden, Heather Bowen, Angelic Mendoza

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

Gloria called the meeting to order at 6:10pm. Members reviewed the minutes from the April meeting (no meeting held in May). One error was noted that the month was wrong in the minutes for review of the last finance report. The minutes stated August financial reports were reviewed and it should have said April.

Allisha moved to approve the April minutes. Jeanne seconded the motion. Motion carried by roll call vote.

Director's Performance Report:

All members received a copy of the Director's report. Donna discussed the report in its entirety. The program is fully enrolled with the summer classes that continue including Central HS, EHS CDC, and Home Base. Home Base has had low attendance for home visits and the program is working with families who have not been following through on home visits. They will likely be dropped and replaced due to their lack of participation. The Special Services manager is working on delivering transition forms to the public schools for children going on to Kindergarten in 2019-2020.

Finance Report:

Pam Hebbert, Fiscal Manager, reviewed financial reports with members for the grant year that closed on March 31, 2019 as well as the grant year beginning April 1, 2019. Reports were included for both April and May in since the group did not meet in May.

Significant areas that Pam discussed included pay increases for staff including a retroactive annual increase that they did not receive in August 2018, and this year's COLA increase. Other major expenses included building repair and maintenance costs for updating the CDC facility for the scheduled EHS classroom moves from HFRC to CDC in May. There were also a number of noticeable differences in expenses due to program changes between grant years that were discussed, including food service contracts and tuition payments for partnerships. Pam also pointed out the EHS vehicle purchase with end of year grant funds. Administration costs were at 11.68% for the grant year that ended on March 31, 2019. Kerry discussed the USDA report of reimbursement for April and May. **Austin moved to approve the finance reports. Jeanne seconded the motion. Motion carried by roll call vote.**

Board Report:

Dr. Katie Carrizales is working on trying to start a day treatment center for students in public schools who have a need for additional behavioral health support. ESU#13 in Sidney is going to begin renovations at WNCC. Board policies have been updated. Meridian school has contracted with Dr. Cynthia Guerue to help as a medical support. A new teacher was hired for VALTs. There will be an extra board meeting on July 8th, normally the board does not meet in July.

Old Business:

None

New Business:

Update on Facility Locations:

- New spaces for classrooms have been secured: West Way Church will rent the program space for an Infant/Toddler classroom and a preschool classroom. Gering Public Schools will rent a modular to Head Start for 2 additional preschool classrooms.
- EHS (HFRC classrooms) have been relocated to WNCDC. ESU#13 will take over the lease that CAPWN has held beginning in Sept. 1

2019-2020 Sites will include:

- Head Start and EHS stand-alone sites will include: Bridgeport, Central, CDC (5 EHS classrooms, 1 preschool classroom), Gering-Lincoln (double session), Gering-Northfield (2 classrooms), and West Way Church (1 preschool, 1 infant/toddler).
- EHS Home Base program continues
- Public School Partnerships: Sidney, Scottsbluff, Minatare, Mitchell, Morrill, and Bayard.

Health Written Plan Review & Revision

Health Written Plans were presented including: CP01-CP02, FP03, HD01-HD05, HL01, HS01-HS08, P26-d & Animals in the Classroom. Maria Perez, Health & Nutrition Manager presented the plans. These policies included information on: staff illness and injury at work; on-going care for children; determining child health status; extended follow-up and treatment (communication); provision of extended follow-up and treatment; involving parents; health emergency procedures; conditions of short-term exclusion and admittance; medication administration; injury prevention; hygiene; first aid kits; blood borne pathogens; universal precautions; testing and evaluation procedures; services to pregnant women; community partnerships; health services advisory committee roles and responsibilities.

Maria also asked members for input on several health forms that are being utilized by the program and potential changes that will take place for the 2019-2020 school year. **Angelic moved to approve the health written plans. Heather seconded the motion. Motion carried by roll call vote.**

Child Outcomes & School Readiness Goals:

Krystie Hohnstein, Education Manager, presented the 3rd outcomes checks and school readiness goals for all EHS and HS children. The child outcomes graphs show growth of children from the Fall to Spring 2018-2019.

- *Areas measured for EHS include:* social-emotional, physical, language, literacy, mathematics. Mathematics was found to be one of the areas of lowest growth for infants/toddlers.
- *Areas measured for HS include:* social-emotional, physical, language, cognitive, literacy, and mathematics. Lowest area of growth was in mathematics and social emotional.

Child Outcomes are used to plan for training in the 2019-2020 school year including the following:

- All education staff will be trained in mathematics within the Early Learning Guidelines in the fall to be more intentional in this area.
- All staff will also receive more of the social emotional Pyramid training throughout the 2019-2020 school year.
- Family Gatherings will also include parent education from the Pyramid Model that parents can utilize at home and work in collaboration with the classrooms.

Krystie also reviewed the school readiness goals with members. Members received a handout with the goals outlined during the 2nd outcomes check presentation in the winter.

Employment Openings:

Teacher of the Visually Impaired – Full-Time – 185 day teaching contract
Speech-Language Pathologist – Part-Time and Full-Time in Sidney, Chadron and Scottsbluff
Autism Spectrum Behavior Specialist – Full-Time
Head Start Education Supervisor – Full-Time
Head Start Teacher Bridgeport – Full-time
Head Start Infant/Toddler Teacher – Scottsbluff – Full-Time
Head Start Bilingual Assistant Teacher – Scottsbluff – Full-Time
Migrant Service Provider – Full-Time in Bridgeport, Bayard, Ogallala, Sidney and Kimball
Early Development Network Coordinator – Full-Time
Office Secretary – VALTS and LifeLink programs – Full-Time
LifeLink Job Coach – Full-Time
Substitute Job Coaches for the 2019-2020 school year
Substitute Teachers for the 2019-2020 school year
Substitute Para-educator for the 2019-2020 school year

New Hires:

Jacque Marquez, HFRC Teacher Assistant
Alexis Longoria, HFRC Teacher Assistant
Margaret Stovall HFRC Teacher Assistant
Jacey Marietta, Office Manager
Shannon Yeomah, Ed Supervisor
Annie Gustafson, CDC Teacher Assistant

Heather moved to approve the New Hires. Angelic seconded the motion. Motion carried by roll call vote.

Center Reports: None given tonight.

Meeting adjourned at 7:40pm.