

Policy Council Meeting

2-27-24

Submitted by: Karina Garza & Kerry Mehling

Members Present: Veronica Gonzales, Juan Gallardo, Maria Oliva, Dehlia Cardona, Karina Garza, Tiffany Hogsett, Tiah Alvizar, Brittain Reinmuth, Jessica Brenizer, Alexis Griner, Maria Garcia, Veronica Ramirez

Guests Present: None

Staff Present: Kerry Mehling, Krystie Hohnstein, Lauren Starke, Joan DeWitt

Board Members Present: Tom Millette and Ray Richards

Policy Council Meeting called to order by Tiah Alvizar, at 6:15p.m. New member introductions were made. Members reviewed the minutes from the January meeting. **Tiffany moved to approve the January minutes. Veronica Ramirez seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received copy of the Director's report. Krystie Hohnstein discussed the report. EHS attendance is low because of illness. Krystie reviewed the data throughout the report. The program has not received approval for the continuation grant submitted in December, but there have not been any questions for clarification on the grant. The new grant period begins April 1, 2024 so the program is anticipating a response soon. This will be shared with the Policy Council. Krystie is currently meeting with school principals and superintendents in our service area to confirm continued partnerships and explore the possibility of new collaborations and partnerships. The in-kind report shows that we are 35% towards the total grant year goal, however, the partnership districts will be turning in their in-kind in the next couple of months, and those amounts will increase dramatically.

Finance Report:

All members received a copy of the Finance Report. Lauren Starke, Fiscal Officer, presented the reports. Lauren explained indirect costs, as they were a large expense shown on this month's reporting. The HS program is 83% of the way through the budget period with 63% spent. The EHS program is 83.3% through with 76% spent. The next few months will show increased spending as we work to utilize all grant funding and purchase needed items. Tuition for employees to go to college are now showing on T/TA. Administrative percentage is 14.47 and must remain under the 15%. The credit card report and USDA reports were reviewed. No further discussion. **Alexis moved to approve the finance report. Maria Oliva seconded the motion. Motion carried by roll call vote.**

Board Report: The BOE received Head Start Eligibility Training, reviewed child outcomes and school readiness goals, and learned about non-federal share/in-kind. Krystie shared the program's Focus Area 2 Federal Review results. Additional discussion about the annual ESU 13 Mid-Winter Conference and Board policy followed.

Old Business: None

New Business:

Update from Federal Monitoring Review/CLASS Review: Krystie discussed the federal review process involving staff, parents, Policy Council, and the Board of Education (BOE). Observations, interviews, and site visits took place with most classrooms, including partnerships. A document was shared to show the results of the federal review that was received by the program. Strengths and areas of compliance were highlighted. Next, areas of non-compliance or concern were presented and explained, in relation to the HS Performance Standards,

compliance details, procedures or policies that the program already has in place and areas where new policies or procedures will be implemented. A formal meeting will be held in 120 days, from 72 hours after the report issuance, to give the program time to become compliant in these areas. The management team is working during each monthly meeting to ensure the gathering of data and documentation to show compliance is in place, along with implementation of new areas that will help to meet compliance. The Policy Council and the BOE will be involved in this process as new changes or data is collected and feedback is encouraged to help the program to show compliance. The chart with documentation will be an ongoing working document and new ideas or procedures will be added with dates of when it was presented to the Policy Council and the BOE.

Program CLASS Review scores were presented. Krystie explained the process of recording classroom interactions and sending the video in to a CLASS reviewer for final scoring. The process included 21 classrooms (19 partnership classrooms and 2 stand-alone classrooms). Ongoing training will include information on how to increase the scores in these areas for classrooms.

DOMAIN YOUR	PROGRAM'S SCORE	Quality Threshold	Competitive Threshold
Emotional Support	5.8452	6	5
Classroom Organization	5.6429	6	5
Instructional Support	2.4841	3	2.3**

Program Management & Quality Improvement/Management Systems Written Plan Review/Discussion/Approval (originally listed on agenda as Planning& Monitoring, Communication & Record-Keeping, and Self-Assessment Process): Kerry and Krystie presented the updated written plans. The program is working to move to a new policy template so many of the changes shown in the document were a result of consolidation of policies and changes to the previous template to the new format. Topics covered included: program management and quality improvement, achieving program goals, ongoing monitoring, use of community assessment data for program planning, confidentiality (locked files and appropriate handling of records), program planning, program self-assessment and monitoring, and approach to self-assessment. **Veronica Gonzales moved to approve the Program Management & Quality Improvement/Management Systems Written Plans. Alexis seconded the motion. Motion approved by roll call vote.**

Results of 1st Staff/Parent Self-Assessment Survey: All members received a copy of the survey results and target areas in their packets. Target questions were explored with members.

2022-2023 PIR Discussion: All members received a copy of the ESU 13 Head Start PIR Snapshot Reporting for the 2022-2023 year. Krystie explained how this report is compiled and utilized with the Office of Head Start. This is not a compliance report, and is used for data collection across the nation.

End of 2023-2024 Grant Year Purchases: The program is not planning for any large purchases. The program plans to purchase 14 new IPADS for the stand-alone classrooms and 16 new laptops for staff whose technology is becoming outdated, in addition to classroom materials and supplies. We will continue to enhance Creative Curriculum study materials, and complete some minor facility work at stand-alone locations. A new security camera system will be installed in Bridgeport. Staff are also exploring training opportunities that are available to utilize T/TA funding.

Employment Openings - Agency-wide employment openings are found on the ESU13 website (www.esu13.org) under *Employment Openings*. Prospective Employees can also apply directly on this site. This was shown to members.

New Hires:

Delia Montemayor – Assistant Cook @ CDC. FT/Full Year position.

Tiffany moved to approve the New Staff Hire. Veronica Gonzales seconded the motion. Motion approved by roll call vote.

Center Reports: Center reports were presented from: Bridgeport, EHS ELC, SBBC. Reports were turned in from the Gering Partnership locations.

The next meeting is scheduled for: Tuesday, March 26th @ 6p.m.

Meeting adjourned at 8:05p.m.