

Policy Council Meeting
8-30-22

Submitted by: Kaiya West and Kerry Mehling

Members Present: Laura Morehead, Kathrine Macintosh, Kaiya West, Kristina Stokes, Veronica Torres, and Shayna Hudson

Board Members Present: Ray Richards

Staff Present: Kerry Mehling, Krystie Hohnstein, Lauren Starke, Crystal Smith

Policy Council Meeting called to order by Laura at 6:15 pm. New member introductions were made. Members reviewed the minutes from the July meeting. **Kathrine moved to approve the July 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 will continue to increase over the next month as vacant slots are filled. Screenings and home visits are in progress and will be reported beginning on next month's report. Pre-service training took place for all staff. ESU13, HS, and EHS staff also enjoyed a guest speaker, Jimmy Casas in collaboration with Gering Public Schools. Two family advocates attended the Bridges Out of Poverty Training. Several recruitment activities were attended during the summer and family engagement activities for fall are being scheduled.

Finance Report w/ Updates on COVID Funding:

All members received a copy of the Finance Report. Lauren Starke, Fiscal Officer, presented the reports. All members received a copy of the reports in their packets. Regular operating expenses are increasing due to being back in school. A discrepancy was identified in the HS June 2022 operating report and will be revised. TTA reflected spending on transportation for training for both HS and EHS, and credit card expenses were reviewed. COVID 2 funds are close to being used; the deadline is in March. COVID 3 funds will be used for larger projects like playground surfacing and other major projects. Lauren also reviewed the USDA Reimbursement amounts. **Kristina moved to approve the finance reports. Kathrine seconded the motion. Motion carried by roll call vote.**

Board Report:

- Title 1C camp retreat at Ft. Robinson was a success
- EHS Enrollment Reduction request was approved, so the process will continue
- Approved surfacing for playground
- On August 5, Early Childhood teacher waivers were approved for the year
- ESU 13 Strategic Plan was discussed and approved

Old Business:

Update on EHS Reduction Application:

EHS slots will decrease by 12. The application was sent to the Region 7 grant specialist for feedback prior to submission. Some additional information was requested from the program to complete it. The process will be ongoing for the next several months and could take up to 6 months for final approval to be announced.

Update on Carry-Over Funding Application:

Carry over request will be submitted following submission of the EHS reduction application. The money is reserved for a new vehicle. Another attempt to gather bids will be made when the carry-over is approved.

Update on Playground Surfacing Projects:

The Board approved the playground surfacing projects. The quote is signed by the contractors and playground resurfacing is scheduled for the first full week in September at three locations: Bridgeport, ELC, and CDC.

New Business:**Approval of ESU13 Employee Handbook:**

Crystal Smith, Human Resource Director, presented to the Policy Council regarding the ESU13 handbook. All items related to EHS and HS did not change. Employee benefits and changes to health insurance plans were presented. Open enrollment presentations were done at the beginning of the year to help answer employee questions, and a few additional employees signed up. More education opportunities will happen throughout the year for employees. **Veronica moved to approve the ESU13 Employee Handbook. Katherine seconded the motion. Motion carried by roll call vote.**

Approval of Human Resources Written Plans:

No changes were made to the HR Written Plans. **Shayna moved to approve the Human Resources Written Plans. Kristina seconded the motion. Motion carried by roll call vote.**

PC By-Laws/Quorum Requirements Temporary Revision:

Maintaining quorum for Policy Council meetings has been consistently difficult this year. A proposal was made to change the by-laws to allow the required quorum number to decrease to four rather than six members to allow business to be carried out for the final meetings for this group of members (this will affect the September meeting only where there are few action items). When new members are elected and seated in October, the quorum will go back to six. Leadership plans to get creative in ways to better inform staff and recruit parents for future Policy Council members who will consistently come to meetings. **Kristina moved to approve the temporary quorum change request in the By-Laws. Laura seconded the motion. Motion carried by roll call vote.**

Continuation Grant Discussion:

EHS and HS are currently gathering data, preparing financial projections, and documenting proposed enrollment changes. Grant is due in December, so work and conversations with Policy Council and the Board of Education will continue.

Employment Openings were shared with members. Openings included:

School Psychologist – Behavioral Health

Head Start Partnerships Liaison

Head Start Cook

Ecological In-Home Family Treatment Consultant - Chadron

Title 1C Education Mentor: Sioux, Dawes, Sheridan Counties

Title 1C Education Mentor: Cherry and Sheridan Counties

Title 1C Education Mentor: Scotts Bluff, Banner, Morrill Counties

Early Childhood MTSS Facilitator – Region 5 (ESU's 13,15,16)

Head Start Floater/Assistant Teachers

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

New Hires:

Jayden Sanchez - Assistant Teacher @ CDC, will move to Teacher after completing CDA

Rylee Green – Floater/Assistant Teacher @ ELC

Destiny Mueller – Assistant Teacher @ CDC

Isabel Rodriguez – Substitute Bus Driver to permanent Bus Monitor and Floater @ ELC

Kathrine moved to approve the new staff hires. Veronica seconded the motion. Motion carried by roll call vote.

Center Reports:

There were no center reports.

Next meeting is scheduled for Tuesday, September 27th at 6:00pm. Policy Council members are elected to serve through September 2022. Attendance at meetings is a responsibility of the position. September is the last meeting for this elected group of members.

Meeting adjourned at 7:15 pm