

Policy Council Meeting  
1-28-20  
Submitted by: Kerry Mehling

**Members Present:** Gloria Morales, Mattie Bauer, Jeanne Ogden, Laura Morehead, Gina Aguallo, Kelsey Duffield, Kathrine Macintosh

**Guests Present:** Jose Lopez

**Staff Present:** Kerry Mehling, Donna Jenne, Pam Hebbert, Teena Branson

Policy Council Meeting called to order by Gloria at 6:10p.m. Members reviewed the minutes from the December meeting. **Kelsey moved to approve the December minutes. Kathrine 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, reporting and ongoing events within the program. A new Health and Nutrition Coordinator has started with the program so she will be working to update staff and families on missing health requirements. She will also be reviewing data to ensure that it is caught up. Family services home visits are lower due to being short staffed. The program is fully staff now so the hope is to get out to families as quickly as possible.

**Finance Report:**

All members received a copy of the Finance Report. Pam Hebbert, Fiscal Officer, presented the reports. She reminded members of the changes in the coding structure that has been taking place over the past several months. Members received reports for November and December due to the holiday break. She discussed the process of making coding corrections which has resulted in negative entries in October and November. December reporting seems very stable as all of those adjustments have been made.

Pam discussed the approaching end of the grant year on March 31<sup>st</sup> for financial spending. She discussed operating funds, and training and technical assistance funds (T/TA). Projections and planning for the end of the year funds is beginning with program staff to ensure that any outstanding program needs are taken care of and that the funds are used for service needs. Indirect costs was also discussed as the program will pay ESU#13 according to the rate assigned by the NE Department of Education for services such as technology, maintenance and administration support. This amount fluctuates on an annual basis, sometimes by a large amount, which can impact the budget and provide a surplus of funds for the program.

Administration Costs are at 11.47% which is well under the required 15% maximum. Next, Pam reviewed the credit card report and explained expenditures listed there. The November and December USDA reports were presented as well by Kerry Mehling. **Jeanne moved to approve the finance report. Kathrine seconded the motion. Motion carried by roll call vote.**

**Board Report:**

The Psychology Department presented on their program activities. The Director of the department, Paul Smith, submitted his resignation for retirement beginning in the 2020-2021 school year. ESU#13 Administration offices in Sidney will be working on a new location at WNCC and the Migrant Program is looking for additional office space. Head Start continues to look towards offering Home Base services in Sidney.

## **New Business:**

**5 Year Grant Submission Update:** The 5 year grant was submitted on December 31<sup>st</sup>. The Region 7 Program Specialist has recently responded with some questions for clarification so the management team will be working together to clarify those questions.

The NE Department of Education is pushing forward to ensure that ESU#13 Teachers are continuing to work towards Teacher Certification. This is something the program will have to figure out according to Rule 11 requirements. Program teachers currently meet the requirements set forth by the Head Start Performance Standards; however, because the grantee is an Educational Service Unit, the department is stating that Head Start must also follow Rule 11 requirements. Some current teachers may be able to qualify for a waiver if they have an AA or BA in Early Childhood Education with continued classes towards teacher certification. Public School Partnerships must have certified teachers or they must also apply for the waiver. There is a lack of early childhood certified teachers in western Nebraska so this will be an ongoing discussion. A huge concern for the Head Start Program is that the funding does not support certified teacher wages. The program does not receive funding from other sources, including the NE Department of Education who is mandating the requirements.

**Planning & Monitoring/Communication & Record Keeping Written Plans (MS01-MS05, MS07-MS09):** Donna reviewed the written plans with members. All members received a copy in their packets. Topics included: program planning, communication with the general community, communication with families, communication with the governing body and policy groups, communication amongst staff, record-keeping systems, reporting systems, and program self-assessment and monitoring. **Gina moved to approve the Planning/Monitoring & Communication /Record-Keeping Written Plans. Laura seconded the motion. Motion approved by roll call vote.**

**ERSEA Written Plans (EL00-EL06) Including Eligibility Training & Approval of 2020-2021 Selection Criteria.** Teena Branson, Enrollment Manager, presented the Eligibility Training for Policy Council Members. All members received a copy of the written plans in their packets and Teena presented on the eligibility process and requirements. She discussed the McKinney Vento Act for Homeless families and children as a guideline and kinship care requirements. Members received information on income eligibility and how the program examines income for eligibility. The program is allowed to have 35% of families who are 100-130% of the federal poverty line. Only 10% of families can be enrolled above the 130% poverty line. Recruitment and the requirements to maintain a waitlist for the program was discussed as well as the additional requirement for 10% of children who are enrolled in each program, HS and EHS, must have a diagnosed disability.

Teena discussed the Selection Criteria as required through the HS Performance Standards. Programs can design the criteria based upon community needs, including standing items as set forth by the Head Start Performance Standards. There were no changes from the previous year in the program's Selection Criteria.

Next, attendance requirements once a child is enrolled were explained. These rules include meeting a programmatic percentage of 85% attendance. Staff are required to follow-up with families when a phone call is not received as to why a child will be missing school to ensure safety of the child. Staff will work with families who are struggling with attendance to reduce barriers that may be keeping the child from attending regularly in the classroom. **Mattie moved to approve the ERSEA Written Plans and 2020-2021 Selection Criteria. Jeanne seconded the motion. Motion approved by roll call vote.**

**Invitation for Policy Council Members to attend January 31<sup>st</sup> Staff Training – Time 8:30am-Noon (lunch provided following the speaker):** Motivational Speaker, Holly Hoffman, will address HS staff on the importance of creating teams, how to be effective leaders, the importance of taking opportunities, how to deal with adversity and change, and understanding the value of relationships.

**Employment Openings** were passed around for members to review. Openings included:

School Psychologist – Scottsbluff area

Head Start Bus Monitor – Scottsbluff

Speech/Language Pathologist – Scottsbluff, Sidney, Chadron

Substitute Job Coaches for the 2019-20 school year – LifeLink

Substitute Teachers for the 2019-20 school year – Meridian and LifeLink

Substitute Paraeducators for the 2019-20 school year – Meridian

Migrant Education Service Provider – Cherry, Grant, Hooker, and Thomas Counties in NE

Migrant Education Service Provider – Sioux, Dawes, and Sheridan Counties in NE

**New Hires:**

Samantha Kerkes – Family Advocate (SBBC Stadium and Morrill) – 40 hours per week/10 month position.

Martin Thomas – Westway EHS Assistant Teacher– 40 hours per week/12 month position.

Kristen Bauer – Health & Nutrition Coordinator – 40 hours per week/12 month position.

Vanessa Jaramillo-Araiza – Floater at CDC EHS – 40 hours per week/12 month position.

**Kelsey moved to approve the New Hires. Mattie seconded the motion. Motion carried by roll call vote.**

**Center Reports:** Home Base

Meeting adjourned at 7:30pm.