

Policy Council Meeting  
11-27-18  
Submitted by: Kerry Mehling

**Members Present:** Brittany Crofutt, Jeanne Ogden, Donna Reynoldson, Kasi Chabot, Tiffany Gillett, Austin Lentfer, Chasity Duarte, Heather Bowen, Octavia Hernandez, Heather Scheenan, Gloria Morales, Angelic Mendoza

**Guests Present:** Anthony Perez

**Staff Present:** Kerry Mehling, Donna Jenne

Policy Council Meeting called to order by Jeanne Ogden. Members reviewed the minutes from the October meeting. **Gloria Morales moved to approve the October minutes. Donna Reynoldson 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 and reporting. She also mentioned that recruitment and applications are ongoing throughout the year to ensure the program maintains an active waitlist.

Next, she reminded members that the Head Start management team has relocated to the UNL Panhandle Research and Extension Center just north of the ESU#13 administration building.

**Finance Report:**

All members received a copy of the Finance Report. Pam Hebbert, Fiscal Officer, was not able to attend this meeting. Donna Jenne and Kerry Mehling continued fiscal training with the newly elected Policy Council members. Donna pointed out that the budget is right on track where expected to be so far this year. She discussed several professional development opportunities that are coming up for our teachers and staff. She noted that there is money that is set aside for purchases that will take place when we have to move the EHS HFRC classrooms to CDC this spring. Donna reminded members to watch the administrative costs that are not allowed to go over 15% each month. Currently the administration expenses are at 9%.

Kerry discussed the September USDA report. The October report was not presented due to ongoing glitches with the attendance application with Child Plus and delayed data entry. Follow-Up training has been taking place with staff to correct these issues. ***The October USDA report was tabled to the January meeting (no meeting in December).*** **Jeanne Ogden moved to approve the finance report. Heather Scheenan seconded the motion. Motion carried by roll call vote.**

**Board Report:**

Program Governance training took place with the board members. Report was given on the 100<sup>th</sup> Annual State education conference. Proposed policy for AED Defibrillator located in the ESU#13 Administration Building was reviewed. Concrete paving improvements will take place for a bus barn to be built on the ESU#13 campus. Strategic planning is taking place. The HS/EHS Continuation grant was discussed and voted on. L. Barrett – Special Services Director, submitted her resignation to go to work with the Gering Public schools for the 2019-20 school year.

**New Business:**

**Election of Officers:** Officers elected for the following Policy Council seats and committees: Executive Committee including a President, Vice President, and Secretary. Other committee opportunities discussed were: Personnel and Health Services Advisory Committees. Explanation of each committee was given.

**Executive Committee:**

- **President:**
  - Nominees – Jeanne Ogden, Gloria Morales, Donna Reynoldson
  - *Elected – Gloria Morales*
- **Vice President:**
  - Nominees – Donna Reynoldson, Jeanne Ogden
  - *Elected – Donna Reynoldson*
- **Secretary:**
  - Nominees – Brittany Crofutt
  - *Elected – Brittany Crofutt*

**Personnel Committee Volunteers:** Chasity Duarte, Heather Bowen, Octavia Hernandez, Angelic Mendoza.

**Health Services Advisory Committee Volunteers:** Katherine Macintosh attended in November, 2018. Brittany Crofutt, Jeanne Ogden, Donna Reynoldson, Chasity Duarte, Octavia Hernandez, Angelic Mendoza.

**Program Governance Written Plans PG01-PG20:** Members reviewed the Governance written plans and all received a copy in their Program Governance Training Binder in October. They were asked to review the policies prior to the November meeting. No discussion about the policies. **Donna Reynoldson moved to approve the Governance Written Plans. Jeanne Ogden seconded the motion. Motion approved by roll call vote.**

**HS/EHS Continuation Grant Approval:** Donna Jenne discussed what the upcoming continuation grant will encompass. The grant amount is \$3,106, 070.00. The grant must be submitted by December 31<sup>st</sup>, 2018. The goal is to increase slots for the Early Head Start program and to expand preschool slots with the public schools. There will be a decrease of 24 preschool slots to accommodate the increase in EHS slots.

All changes are based upon the community assessment that was recently completed in 2017. The community assessment has shown that there is a high need for infant/toddler care and that preschool children are being served through public school preschools; therefore, partnerships are increasingly important to provide quality services to preschool children.

Facility changes will also take place with EHS and HS slots in some areas. **Austin Lentfer moved to approve the 2019-2020 Continuation Grant. Angelic Mendoza seconded the motion. Motion approved by roll call vote.**

**Child Outcomes and School Readiness Discussion:** Krytsie Hohnstein, Education Manager, was unable to attend. Donna Jenne presented the child outcomes and school readiness goals to the members. All goals are aligned with the Early Learning Outcomes Framework (ELOF) as it describes developmentally appropriate expectations and practices for children to gain the best learning outcomes.

Teaching Strategies Gold is the assessment tool that is used to identify a child’s learning within several domains including social-emotional, physical, language, cognitive, literacy, and mathematics. Families are able to set goals with teachers for their child’s individual growth and development. Outcomes and parent input is used to

guide education staff to ensure individualized growth for children. Ranges include: Below (support needed), Meeting (within nationwide average), and Exceeding (above average). A baseline assessment has taken place and additional assessments will occur two more times throughout the school year. These outcomes will be presented to the Policy Council so that they can monitor the growth of children.

Staff for the 2018-19 school year received the Pyramid Training for 3 days which focuses on curriculum and social emotional development. New teaching staff were trained on Creative Curriculum in August and also received a Curriculum Fidelity Training as a follow-up. Staff also utilize the Second Step Curriculum to focus on social emotional development.

#### **Self-Assessment Process for EHS/HS SA01:**

Kerry Mehling presented the self-assessment process and discussed surveys that are taking place on an ongoing basis with staff and parents throughout the school year to gain feedback on program operations. The annual process includes observations, interviews, and data review.

Members present were able to see a sample of the surveys that are in process currently for parents during parent-teacher conferences. These surveys will assess overall satisfaction with the application, acceptance, and enrollment process including understanding of program requirements, communication, and expectations.

Members were also able to review the compiled fall survey results from the EHS/HS staff. This survey mirrored the family survey in that is focused on start-up activities for staff including preparedness to meet program expectations and requirements from pre-service training. Also assessed was internal communication and comfort level in family engagement, positive-behavior guidance, as well as over-all team function. **Heather Scheenan moved to approve the Self-Assessment Process. Donna Reynoldson seconded the motion. Motion approved by roll call vote.**

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

- Teacher of the Visually Impaired – full-time
- Early Childhood Special Educator – part-time
- Mental Health Provider – full-time
- Meridian Para-Educator – full-time
- Head Start Education Coach/Supervisor – full time Scottsbluff area
- AWARE Project Manager – full-time
- Therapeutic Consultant – full-time
- Substitute Job Coaches for the 2018-19 school year
- Substitute Teachers for the 2018-19 school year
- Substitute Para-educator for the 2018-19 school year

**New Hires:** No new hires to report this month.

**Center Reports:** Home Base, Sidney, CDC2/3, TCP Morrill, Central, Mitchell, CDC1/4, SBBC-Roosevelt, and EHS HFRC

Meeting adjourned at 7:55pm