

Policy Council Meeting
12-3-19

Submitted by: Brittany Crofutt & Kerry Mehling

Members Present: Brittany Crofutt, Gina Aguallo, Lori Lore, Kathrine Macintosh, Kelsey Duffield, Sarah Bailey, Gloria Morales, Holly Britthouer, Jeanne Ogden, Mattie Bauer

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

Policy Council Meeting called to order by Gloria. Members reviewed the minutes from the October meeting. **Jeanne moved to approve the October 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 and reporting. There are currently two EHS openings as well as two openings for HS. The process of reviewing the wait list is in motion to fill those slots. The performance report shows low screening scores in some areas as the program still has an opening for the Health and Nutrition Coordinator. The program is consulting with the nurse from Meridian to help with follow-up and monitoring requirements. The Head Start program is also short staffed by one Family Advocate, so the percentage showing Family Development agreements is low as well. Other family advocates have been helping with home visits and meetings with parents, but they are behind on data entry. There has been a lot of turnover in Home based enrollment this year.

Finance Report:

All members received a copy of the Finance Report. Pam Hebbert, Fiscal Officer, presented the reports. She spoke to members about some of the changes that they are seeing on the finance reports including coding #'s and some formatting. Columns were added for the budget and % of grant year expensed. Pam also reviewed the in-kind and administration percentage requirements. Finally, she discussed the projected surplus amount for the grant ending March 31st. As this is just a projected amount at this time, conversations have not begun regarding how this money can best be spent; however, will begin after the first of the year. Credit card expenditures were reviewed. Pam also presented the September and October USDA reports. **Gina moved to approve the finance report. Kelsey seconded the motion. Motion carried by roll call vote.**

Board Report:

Donna discussed the board report from the last meeting. Donna presented program governance training, approval of the new 5 year grant took place, and conversation about a partnership with WNCC for the Sidney administration office occurred.

New Business:

Election of Officers: Officers were 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. An explanation of each committee was given and members had the opportunity to nominate self or others and the nominees were given opportunity to talk about their interest in the position and why they felt they would be a reliable candidate to carry out the responsibilities. Final election results are as follows:

Executive Committee:

- **President:**
 - Nominees – Sarah Bailey, Gloria Morales
 - *Elected – Gloria Morales*
- **Vice President:**
 - Nominees – Sarah Bailey, Gloria Morales
 - *Elected – Sarah Bailey*
- **Secretary:**
 - Nominees – Brittany Crofutt
 - *Elected – Brittany Crofutt*

Personnel Committee Volunteers: Kathrine Macintosh

Health Services Advisory Committee Volunteers: Brittany Crofutt, Kelsey Duffield, Kathrine Macintosh, Jeanne Ogden, Gloria Morales, and Gina Aguallo

Jeanne moved to approve the Committee Members. Gina seconded the motion. Motion approved by roll call vote.

Program Governance Written Plans PG01-PG20: Members reviewed the Program Governance written plans after receiving a copy in their Program Governance Training Binder in October. They were asked to review the policies prior to the November meeting. **Kathrine moved to approve the Governance Written Plans. Lori 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 Policy Council has been involved in discussions for the grant for the past several months. The grant amount is \$3,106,070.00 for each year of the 5 year grant cycle. The grant must be submitted by December 31st, 2019. Program goals for the next 5 years were included in the discussion. Donna also discussed the ongoing concern with the NE Department of Education and Rule 11 stating that Head Start and Early Head Start teachers must be certified. This has been an ongoing conversation over the past 5 year grant cycle. Clarification was made that the program is meeting the Head Start Performance Standards with teacher credentials, but because ESU#13 is the grantee and is governed by NE Department of Education, this has become a concern for the program. **Lori moved to approve the 2019-2020 (5) Year Continuation Grant submission. Sarah seconded the motion. Motion approved by roll call vote. The Policy Council Chairperson, Gloria Morales, signed off on the letter of approval by the Policy Council.**

Child Outcomes and School Readiness Discussion: Krystie Hohnstein, Education Manager, presented the child outcomes and school readiness goals to the members. She discussed how the goals align with the Early Learning Outcomes Framework for children ages birth to five (ELOF). She then discussed the GOLD Assessment tool that measures child learning and growth in the domains of: social-emotional, physical, language, cognitive, literacy, mathematics, and how it guides staff and families to assist with dual language learners. Assessments take place four times in 12-month classes and three times in a nine-month class. Policy Council members were able to review the baseline assessment for children in Early Head Start and Head Start for this school year.

The program also utilizes the Creative Curriculum which is also aligned with ELOF and GOLD. In addition, the curriculums are enhanced by using the Pyramid Model and Second Step Curriculum for social-emotional development. Staff receive training on an ongoing basis in order to utilize the curriculum and the assessment tools with fidelity.

Self-Assessment Process for EHS/HS SA01:

Kerry Mehling presented the self-assessment process and discussed the first staff and parent survey that was used to gain feedback regarding the upcoming 5 year grant submission including program and community needs. Surveys have taken place in previous years on an ongoing basis with staff and parents throughout the school year to gain feedback on program operations. This process will continue. The annual self-assessment process includes data from classroom observations, interviews with staff and parents, and data review regarding screenings, assessments, child and family outcomes, and much more.

Members present were able to see a sample of the fall surveys that were conducted with parents during parent-teacher conferences and staff during in-service. The compiled self-assessment report that will be submitted with the grant was also routed for members to review. **Kathrine moved to approve the Self-Assessment Process. Gina seconded the motion. Motion approved by roll call vote.**

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

Head Start Infant/Toddler Teacher – Scottsbluff

Head Start Assistant Teacher – Scottsbluff

Head Start Health and Nutrition Coordinator – Scottsbluff

Head Start Family Advocate – Scottsbluff area

EIHFT Family Consultant

Meridian Para Educator

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

New Hires:

Michelle Wickham – Northfield Floater – 35 hours per week/10 month position.

Teresa Moreno – Westway Floater – 35 hours per week/10 month position.

Crisol Aguilar – Bridgeport Assistant Teacher – 35 hours per week/10 month position.

Brittany Alfaro – EHS Infant/Toddler Floater – 35 hours per week/12 month position.

Crystal Smith – Human Resources Manager – 40 hours per week/12 month position.

Kelsey moved to approve the New Staff Hires. Kathrine seconded the motion. Motion approved by roll call vote.

Center Reports: Center reports just were turned in this month due to time. Reports received included: Northfield North & South, Sidney, TCP Morrill, Mitchell, Home Base, and Minatare.

Meeting adjourned at 8:15p.m.