

Policy Council Meeting

2-22-22

Submitted by: Kaiya West & Kerry Mehling

**Members Present:** Lacey James, Abigail Main, Ana Rodriguez, Kaiya West, Kathrine Macintosh, Laura Morehead, Mackenzie Schreiber, Veronica Torres

**Staff Present:** Kerry Mehling, Lauren Starke, Krystie Hohnstein

**Board Members Present:** Ray Richards

Policy Council Meeting called to order by Chairperson, Laura Morehead, at 6:10 pm. Members reviewed the minutes from the January meeting. **Kathrine moved to approve the January minutes. Mackenzie seconded the motion. Motion carried by roll call vote.**

**Director's Report:**

All members received a copy of the Director's report. Krystie Hohnstein presented the report that focused on enrollment and attendance, screenings and health requirements, current and upcoming events, goal progress and achievements, staff training, and family engagement activities.

EHS is still under enrolled at Home Base and overall attendance at all locations has continued to be a little low due to illness. Bridgeport HS enrollment continues to be low. Home visits are scheduled and Parent-teacher conferences have occurred at partnership sites. Class observations are in progress as well as extended team meetings. Family Partnership Agreements and Goals were highlighted. A new data piece - "Progress" - was added to the report to show the percentage of families who are making progress towards goals that may not be reflected in the overall data figures for goal completion.

HS and EHS staff attended several trainings in the last month. Roxanne Humphrey, Partnerships Education and Special Services Manager, attended training provided by the Disability Services Institute January 25-26. Guest speakers addressed working with children and families who have experienced trauma on January 28 during the Head Start and Partnership All Staff Training. ESU 13 Mid-Winter Conference was held on February 21 for all departments of ESU13 and surrounding school districts, and EHS and HS currently has six staff members receiving voluntary instructional coaching with 13 goals completed.

**Finance Report:**

All members received a copy of the Finance Reports in their packets. Information included program reports, credit card expenditures, and the January USDA report. Lauren Starke, Head Start Fiscal Officer, presented the reports.

Reports reflected an increase in expenditures from the T/TA fund for staff tuition and additional purchases are planned to be made prior to the end of March. The only other addition left to enter before the end of the fiscal year is In-Kind from partnerships, so that figure will drastically increase in next month's report.

The program submitted a carry-over request for COVID-1 funds for the amount of \$68,966.03. The COVID-1 report reflects no expenses, but funds have been used out of the general funds, until the COVID-1 fund is accessible, and monies will be reallocated to the correct funds following the approval of the carry-over request. Expenditures were for the HVAC project at ELC and installation of card readers and panic buttons at the CDC and ELC locations. COVID-2 and COVID-3 funds are available for another year, so only minor purchases for

supplies have been made to date. **Mackenzie moved to approve the finance report. Abigail seconded the motion. Motion carried by roll call vote.**

**Board Report: Krystie presented the ESU Board of Education meeting**

ESU 13 SPED department presented an overview of its services and Meridian & Lifelink gave updates. EHS/HS Eligibility Training was presented by Krystie, and the ESU 13 proposed calendar was approved.

**Old Business: None**

**New Business:**

**Fiscal Written Plan Review:**

Fiscal Officer, Lauren Starke, presented the Fiscal Written Plans. All members received a copy in their packets for review. She highlighted the change in verbiage to the Shared Governance section to match other policy documents. Discussion of In-Kind from partnership schools followed. Typically, the nonfederal share received by partnership school districts is high enough to cover the program requirement. In-Kind from other volunteering/donations may not be entered on reports because it is not needed to meet the federal match requirement. Even if this data is not entered/needed, its documentation is always on file and can be utilized if needed. **Mackenzie moved to approve the Fiscal Written Plan. Veronica seconded the motion. Motion carried by roll call vote.**

**End of 2021-2022 Grant Year Purchases:**

Krystie presented the proposed year-end purchases due to excess money due to less travel and several other variables related to staffing this year. EHS/HS plans to purchase:

- Minivan for food transportation and group transportation to meetings/trainings
- 4-wheeler with a blade for snow removal to be utilized by maintenance team
- Office furniture upgrades in conference room and UNL Offices
- Various items for classroom upgrades
- Curriculum kits
- A parent suggested adding an additional shade cover to the ELC playground for staff/teachers who are supervising.

**Kathrine moved to approve the end of 2021-2022 grant purchases. Veronica seconded the motion.**

**Motion approved by roll call vote.**

**2022-2023 Continuation Grant Update:**

The grant is still being processed at the Regional Office. Staff has been through several Q&A sessions with the Regional Office program specialists to clarify program structure and services. A final decision is expected in March.

**Results of 1<sup>st</sup> Staff/Parent Self-Assessment Survey:**

Kerry presented the survey results. All members received a copy of the survey results and program summary in their packets. Surveys were given to parents, staff, and partnership teachers. Areas of improvement were discussed, specifically the need for more staff (difficulty hiring) and more support for staff who have been covering additional duties due to being short-staffed. The connections between family advocates and classroom staff for partnership school families was examined due to family advocates not being located on site as they are with stand-alone sites. The survey reported several positive comments from constituents. Finally, planned changes to procedures and policies were included on the survey. Staff would like more emergency preparedness drills.

Ray suggested possible “tabletop” drills to answer questions to get people thinking about possible scenarios without stopping the daily business of the classroom. EHS and HS are in the process of making emergency “go bags” for each classroom and continue to utilize Family Well-Being binders to support all staff in targeting more difficult familial topics. Spring surveys will go out March-April.

**New Hires: None this month.**

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

Para educator Meridian School – Available Now. – Full-time

Director of Special Education – ESU13 Administration – 220-240 day contract.

Early Childhood Teacher – Bridgeport Head Start – Full time, 10-month position.

Early Childhood Certificated Teacher – 2022-2023 School year – Full time, 10-month position.

Maintenance/Facilities Tech – ESU13 Administration – Full time, full year position.

Early Development Network Services Coordinator – 240 day contract.

ASD Behavior Specialist 2022-2023 school year – 185-190 day contract.

Title 1C Education Service Provider Cherry County – part time.

Substitute Para Educators – Meridian School.

Substitute VALTS Facilitator Sidney – On-call, as needed.

Job descriptions including credential requirements can be found at [www.esu13.org](http://www.esu13.org) (Employment Opportunities).

**Center Reports were provided by:**

- ELC
- CDC Room 104 @ WNCC
- Home Base
- Scottsbluff Partnerships
- Minatare
- Bayard
- Mitchell

Ray informed all representatives there is a book giveaway at KCMI. If locations need children’s books, they can go to the KCMI location and take whatever books they like.

**Reminder to Members regarding change in upcoming meeting dates:**

- **March meeting moved to **March 22, 2022** (a week earlier).**
- **April meeting moved to **May 3, 2022** (a week later).**

Meeting adjourned at 7:30 pm.