

Policy Council Meeting
7-27-21
Submitted by: Kerry Mehling

Members Present: Laura Morehead, Kristina Stokes, Kaci Fowlkes, Kelsey Duffield

Board Members Present: Ray Richards

Staff Present: Kerry Mehling, Krystie Hohnstein, Pam Hebbert, Kristen Bauer, Megan Rocheleau

Policy Council Meeting called to order by Kelsey at 6:14pm. New member introductions were made. *There was not a quorum at this meeting. It was the consensus of the members in attendance to move forward with discussion of business on the agenda, with recommendations to members at the following meeting for approval.*

Members reviewed the minutes from the June meeting. *It was the consensus of the members in attendance to recommend approval of the minutes during the August meeting.*

Director's Report:

All members received a copy of the Director's report. Krystie Hohnstein discussed the report. A couple of areas that the program wants to work on for the 2021-2022 school year is to complete more nutrition analysis with parents and to increase home base home visit completion/attendance. Several job positions are currently open within the management team as a result of new positions being filled and restructuring within the program. There are also front-line staff positions remaining open at this time. Preschool family advocates are completing the Growing Great Kids Curriculum training this week. This resource will be utilized during home visits and family engagement events.

Finance Report:

All members received a copy of the Finance Report. Pam Hebbert, Fiscal Officer, presented the reports. Final reports for the grant year ending March 31 were submitted. All funds were expended. Final reports show that the administrative percentage remained under the required 15% at 14.53%.

In the current grant year, 16% of the funding has been expensed so far. Pam reports that we are on target at this time in comparison to how far we are into the grant year. It is expected that adjustments to the budget will take place in the coming months due to not having as many certificated teachers on staff this fall as was budgeted for.

Pam then gave an update on COVID-19 funding. COVID One Funding ended March 31st. The final report was presented to the Policy Council. There were unobligated funds in the amount of \$68,966.03 and a carry-over request will be submitted in August for these funds to continue to be utilized by March 31, 2022. COVID-2 and COVID-3 Funding have a two-year timeline for total spending. Continued support for staff wellness, additional staff support, increased health and sanitization procedures in classrooms, and completion of facility projects will be areas for which this funding is expended.

Credit Card Expenditures were reviewed. Pam pointed out some purchases that have been made with the credit card that were not made using Head Start funding. The program has garage sale funds after selling excess items accumulated from closing stand-alone classrooms following increased partnership collaboration to the community. These are unrestricted funds. These funds have been used recently to honor staff members who have retired or left the program after many years, or to provide lunch for staff during trainings.

Next, the June USDA report of reimbursement was presented with all members receiving a copy of the final summary of meals served and total meal reimbursement. *It was the consensus of the members in attendance to recommend approval of the finance report, credit card expenditures, and June USDA report during the August meeting.*

Board Report: New certificated staff members within ESU 13 were approved. New staff introductions were presented to the board, including new Program Directors throughout the agency. AESA Annual Conference will feature ESU13 Staff as presenters.

Remodeling projects at ESU13 are on schedule to be completed by August 1. Head Start facility updates/remodeling included reports on the Bridgeport location which received a bathroom remodel, new flooring, fresh paint, and new electrical and plumbing for a washer/dryer installation. The Early Learning Center received playground updates. New security cameras have been installed at the Harms Center location.

Dr. Katie Carrizales is partnering with UNL on a new IES grant that will support virtual professional development and increase local provider capacity within the community. The 2021-2022 VALTS Handbook was approved. Finally, the Gering Public School Partnership class size waiver was discussed for Head Start.

Old Business: None

New Business:

Nutrition Written Plan Review:

Kristen Bauer, Health and Nutrition Coordinator, presented the Nutrition written plans. All members received a copy of the policies in their packets. It is expected that children will be brushing teeth in the classrooms upon return for the new school year. This was not allowed throughout the 2020-2021 school year as a COVID safety restriction. Ultraviolet toothbrush holders/cleaners will be added to rooms so that the children can brush and the toothbrushes can be sanitized thoroughly. Children will brush one time per day at lunchtime.

It was the consensus of the members in attendance to recommend approval of the Nutrition Written Plans during the August meeting.

Results of 3rd Parent/Staff Self-Assessment Survey: All members received a copy of the staff, parent, and partnership survey in their packets. The focus of this survey was to gather input on the implementation and parent education utilizing the Social Emotional Pyramid Model, education targeting physical and mental health as well as nutrition for families, and communication from staff to families throughout the school year. Overall results express satisfaction by both staff and parents in these areas.

Gering Public School Partnership Waiver (Agenda addition): Gering Public Schools is requesting to increase their classroom sizes due to the high waitlist that they have within the district. The district anticipates the need to enroll more 3 year olds, resulting in classrooms that may have 50% of children enrolled in classrooms who are age 3. The Head Start Performance Standards state that a group that serves a majority of 3-year-old children can only have a class size up to 17, but Gering feels that they must enroll 20 children in each classroom in an attempt to meet their community need. The HS program will have to apply for a waiver to accommodate this request for the Gering partnership through the Head Start Regional Office. *It was the consensus of the members in attendance to recommend approval of the submission of the waiver during the August meeting.*

Enrollment/Recruitment Update: An enrollment update was provided for the 2021-2022 school year. The program is actively enrolling children and participating in several recruitment opportunities throughout the community. Only nine slots remain open in the EHS program, with four of those being in the Home Base

Program. Head Start enrollment is full in the stand alone preschool classrooms in Scottsbluff, seven opening remain in Bridgeport, and twenty-four slots remain open throughout the public school partnerships. The enrollment manager is actively working with those districts to fill their contracted slots.

Employment Openings were shared with members. Openings included:

Early Development Network Services Coordinator – Early Childhood

School Mental Health Provider 2021-2022 School Year - Psychology & Behavioral Health

Title 1C Recruiter – Title 1C

ASD Behavior Specialist – Special Education

School Psychologist 21-22 school year - Psychology & Behavioral Health

Para Educator Meridian 21-22 school year – Special Education

Floater/Assistant Teachers – Head Start/Early Head Start

Head Start Education Supervisor – Head Start/Early Head Start

Early Head Start Teacher – Head Start/Early Head Start

Head Start Assistant Teacher – Bridgeport – Head Start/Early Head Start

Early Head Start Certificated Teacher – Head Start/Early Head Start

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

New Hires:

Megan Rocheleau – Administrative Assistant – Full-time/Full Year @ UNL offices.

It was the consensus of the members in attendance to recommend approval of the new hire during the August meeting.

Reminder –Next Meeting August 31st. Meetings will resume at the ESU13 Administration Building @ 4215 Avenue I, Scottsbluff. Construction projects have been completed.

Policy Council members are elected to serve through September 2021. Please make attendance a priority as this is a program performance standard and we must have a quorum to continue business.

Center Reports: None this meeting.

Meeting adjourned at 7:23pm.