

Policy Council Meeting Minutes
9-24-19
Submitted by: Donna Jenne

Members Present: Jeanne Ogden, Kasi Chabot, Angelic Mendoza, Alisha Coffman, Michael Amaya **There was not a quorum at this meeting but items were reviewed and recommendations will be made to the rest of the group for voting in October.

Staff Present: Donna Jenne and Pam Hebbert

Jeanne Ogden called the meeting to order at 6:25pm. Members reviewed the minutes from the August meeting.

Director's Performance Report:

All members received a copy of the Director's report. Donna discussed the report in its entirety. EHS is fully enrolled with 1 opening in HS. Program requirements are being completed and data entry is taking place as those items are done. Teachers have completed 1st Home Visits and Parent Teacher Conferences will take place in October/November. Family Advocates are in process of completing 1st Home Visits and setting goals with families as well. Home Base visits are currently low at 50% due to families who were accepted and did not follow through with completion so they were dropped from the program. We are currently working on filling those slots and have applications to do so.

Finance Report:

Pam Hebbert discussed the Finance Reports for August. All members received copies of the monthly report and credit card expenditures. The new account coding has been implemented so members reviewed 4 reports. Pam discussed the possibility of creating roll up accounts to group salary and benefit categories together. She also discussed Indirect Costs and how those, in effect, pay for administration staff such as payroll and technology. The new reporting shows the administration costs noted with a "2" in the 7th column. Currently, the administration costs are at 12.15%.

The new credit card expenditure report shows purchases that were made on the Head Start credit card by other departments in the agency. These purchases were crossed out on the report so that this information stayed with the department it belonged to. *The USDA report for August was tabled to the October meeting.*

Board Report:

The agency budget was discussed in detail. The budget was passed.

Old Business: None

New Business:

October Policy Council Meeting/Center Elections – Elections are taking place at the center level. Policy Council Training for new members will take place on Saturday, October 12th from 9am-Noon at ESU#13.

Review Program Information Reports (PIR):

Donna reviewed the 2018-19 PIR with members. Each member also received a copy of the final report that was submitted to the Office of Head Start.

Update of Teacher Waiver – Northfield South:

Donna reported that the Regional Office approved the waiver for Rebecca Garcia. This waiver is good for 3 years. Rebecca is currently attending early childhood education courses at WNCC.

5 Year Grant (Due in December):

Policy Council members were engaged in discussion about possibilities for program services for the next 5 year grant cycle and asked to provide input on possible program changes that they felt might be valuable to consider as the 5 year grant is being written. The grant will be submitted in December 2019. Discussion took place regarding a few areas:

1. ***Addition of Home Base services in the Bayard, Bridgeport & Sidney area.*** The Sidney representative stated that many of the preschool students have younger siblings who are not receiving services. Service providers in the area have also identified the need in all of these service areas. The program will be looking at ways to collect data in this area.
2. ***Exploration of a Partnership with Gering Public Schools.*** ESU#13 Head Start has been renting a facility from the public school for the past 5 years and has added a new location for 2019-2020. Gering administration has become more interested in pursuing a partnership so conversations will be taking place about this possibility. Currently, there are 2 full-day classrooms and 1 location that offers a double session. The program has had a difficult time filling the double session classrooms because more parents are requesting full day services due to employment.
3. ***Conversion of some (# not identified yet) Head Start slots to Early Head Start slots.*** Early Head Start maintains a very lengthy center base waitlist and more public school slots have become available for Head Start children. Parents are requesting longer day services in Head Start (as mentioned in #2) and, in order to expand the double session classroom to a full-day classroom, slots would have to be decreased at that site or new location would have to be identified to continue serving the same # of Head Start children. The Head Start waitlist in the Scottsbluff/Gering area is minimal after classrooms have been filled. Recruitment activities are ongoing and many children are applying who are under the age of 3.

Employment Openings:

IHFT Family Consultant – Full-Time

Head Start Family Advocate – Full-Time Scottsbluff

Human Resources/Communication Specialist – Full-Time

Substitute Job Coaches – LifeLink School

Substitute Teachers – Meridian and LifeLink School

Substitute Paraeducators – Meridian School

Head Start Assistant Teacher (2) – 35 hours & 40 hours – Scottsbluff

New Staff Hires:

Nayleni Michael Guerra – Assistant Teacher-Northfield – 35 hours per week/10 month position

Center Reports: Sidney and EHS CDC reports were presented.

Meeting was adjourned at 7:20pm.