

## Policy Council Minutes

9-26-17

Submitted by: Kerry Mehling & Jennifer O'Hare

**Members Present:** Vicki Moreno, Donna Reynoldson, Jeanne Ogden, Maria Rios, Jennifer O'Hare, Vanessa Chapman

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

Jeanne Ogden called the meeting to order at 6:15pm. Members reviewed the minutes from the August meeting.

**Jeanne Ogden motioned to approve the August minutes. Donna Reynoldson seconded the motion.**

**Motion carried by roll call vote.**

### **Director's Report:**

All members received a copy of the Director's report. Donna discussed the report in its entirety noting that the programs are both fully enrolled and are exceeding the requirement for having 10% of students with disabilities. Attendance in some classrooms has been low due to transportation issues and illnesses. The first Family Gatherings are happening and being scheduled and elections are taking place for the 2017-18 Policy Council and Parent Committees. Staff has attended and completed more training programs. Many of the program requirements are in progress and percentages will not accurately reflect actual completion due to data entry and the screening process being incomplete at this time. Managers participated in a webinar regarding the implementation of Federal Reviews. The program learned that they will have a Federal Review this year and will receive a 60 day notice as to when the review will take place. The review will most likely include a CLASS review and a Focus Area 2 review which is very comprehensive in all service areas.

### **Finance Report:**

Pam Hebbert discussed the Finance Reports for July and August as no report was presented during the August meeting. There is no USDA report to present this month. In October, staff will present the August and September USDA reports.

For the 16-17 grant year all the money budgeted for EHS was spent and HS had approximately \$65K left unspent at the end of the grant year. It was discussed that the program had been working with Region VII to gain approval to build a garage with these program funds. After it was determined that the construction would result in federal interest in the entire ESU 13 property, the board of directors chose not to move forward with the plan.

The entire T/TA category was expensed as required. Now that we have a full grant year expensed we can use it to compare and adjust our current budget as needed. Any negative expenses in the 17-18 grant year are either adjustments between categories or credits. Pam asked for any comments/suggestions for the finance report format and it was suggested that we add a fourth column to compare the current budget to the past year budget and work to find a way to report on the total percentage of Administrative Costs. The 1% COLA increase and Duration funds have been received and the finance department is in the process of incorporating those funds into the budget. **Jeanne Ogden moved to approve the Finance Report for July and August. Jennifer O'Hare seconded the motion. Motion approved by roll call vote.**

### **Board Report:**

The Board of Director's approved the Employee Handbook and discussed the budget in great detail going line item by line item. The ESU#13 Employee Wellness program was also discussed.

**Old Business:**

None

**New Business:**

**October Policy Council Meeting/Center Elections:**

The October Policy Council meeting will be coupled with a training session for new members that were elected for the 17-18 school year. Invitations with more information will be sent out to everyone elected or planning to attend the October meeting. The training/meeting is scheduled to take place on Saturday, October 21<sup>st</sup> from 9am-Noon.

**Review of Program Information Reports (PIR):**

Members received a copy of the 2016-17 Program Information Reports HS/EHS Services Snapshot. The PIR provides a more in-depth summary of the demographics and services the children and families enrolled in the programs received. It was noted that the HS program only has 60% of its children that have a medical and dental home and they would like that number to come up for the 2017-18 school year.

**Employment Openings:**

Head Start Assistant Teacher in Sidney – 35 hours per week/9 month position  
Substitute Job Coaches for the 17-18 school year for ESU#13 LifeLink School  
Substitute Teachers for the 17-18 school year for ESU#13 Meridian School  
Substitute Para-Educator for the 17-18 school year for ESU#13 Meridian School

**New Hires:**

Jessica Tenant – CDC3 Assistant Teacher – 35 hours per week/9 month position  
Kaylee Adams – Kimball Assistant Teacher and Janitor – 40 hours per week/9month position  
Erin Hudspeth – Sidney Food Prep and Janitor – 25 hours per week/9month position  
Lexi Blomenkamp – HFRC IT/5 Teacher – 40 hours per week/12 month position  
Mindy Estrada – Sidney/Kimball Family Advocate – 40 hours per week/9 month position

**Jeanne Ogden moved to approve the New Hires. Vanessa Chapman seconded the motion. Motion carried by roll call vote.**

**Center Reports:**

Center reports were given by Sidney.

**Meeting was adjourned at 7:30pm.**