

Policy Council Minutes  
4-24-18  
Submitted by: Kerry Mehling & Jennifer O'Hare

**Members Present:** Ashley Newhoff, Heather Scheenan, Talia Strodman, Trevor Soule, Donna Reynoldson, Gloria Morales, Kandi Weinbender, Jennifer O'Hare

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

**Guests Present:** Region 7 Specialists - Darlene Taylor and Doug Branson

Ashley Newhoff called the meeting to order at 6:15pm. Members reviewed the minutes from the March meeting. **Jennifer O'Hare motioned to approve the March minutes. Gloria Morales seconded the motion. Motion carried by roll call vote.**

**Director's Performance Report:**

All members received a copy of the Director's Performance Report. Donna discussed the report in its entirety. She noted that both programs are fully enrolled. The program is still struggling to get dentist reports in from families. It is difficult to find a dentist that will examine a child under three years old for our EHS families. Maria Perez, Health and Nutrition Manager, is working in the medical community to help educate doctors and dentists on our program requirements and why it is important. There is a new pediatric dentist in the area who is accepting new patients and will take Medicaid. The number of enrolled children with special needs continues to rise with referrals still in progress. Most family goals begin to increase in April and May as we get closer to the end of the school year. Parents are scheduling time for the last parent/teacher conference for this year. The management team is participating in program planning for the 2018-19 school year which involves reviewing data from the current year. Recruitment efforts are ongoing. Staff are participating in events for the "Week of the Young Child" and collaborating with Kimball Public School for efforts in that area as well.

**Finance Report:**

Pam Hebbert discussed the Finance reports for March. All members received copies of the monthly report and credit card expenditures.

Pam pointed out that the partnership we have with CAPWN for EHS slots prorated our costs to them for both December and January for winter break. Our contract says we must pay the full price for nine months. The finance department fixed that error and paid the difference in March.

Also for EHS, this report shows some one-time purchases that were used for equipment needs with excess funds. The grant year ended on March 31<sup>st</sup>. The program spent all the money in the grant year by the end date. Some expenses, like teacher salaries, are incurred in one month and paid in another so we will continue to have some expenses for the now previous grant year. These will need to be finalized by June 2018. Some expenses will be partially allocated to the 2017-18 grant year and to the 2018-19 grant year to properly cover expenses that are annual fees including Workman's Compensation and Auto Insurance/Liability Calculations.

Reports also contain a new category for "Property Services" as the program has hired their own maintenance person that is no longer shared with all of ESU#13. All maintenance work completed will be tracked using work order requests. The Administrative Expenses report 10.05% of the budget has been spent on Administration which is under the 15% maximum for that category. Kerry reviewed the USDA reports for

March. **Ashley Newhoff motioned to approve the Finance reports for March. Donna Reynoldson seconded the motion. Motion carried by roll call vote.**

**Board Report:**

Donna attended the Board meeting and the BOD participated in the Federal Review interview process. They discussed making an amendment on sick leave and bereavement. The fixed capital asset and inventory policy says any technology valued at \$300 or more must be inventoried and any other assets valued at over \$500 must also be inventoried. The ESU#13 calendar for the upcoming 2018-19 school year was approved. There was an employee resignation and school readiness was also discussed.

**Old Business:**

None

**New Business:**

**Transportation Written Plans: TR01 – TR12**

The program assists families who need transportation for their children to attend Head Start. Each vehicle used to transport children receiving transportation services is equipped with child safety restraint systems that follow all state/federal regulations. All vehicles are maintained in safe operating conditions at all times. Only qualified staff are allowed to use the vehicles to ensure the vehicles are operated safely. Bus drivers and monitors are trained within 90 days of when they are hired. Safety training is provided to parents and children. Transportation services are provided for children with disabilities and all efforts are made to coordinate transportation resources. **Ashley Newhoff motioned to approve the Transportation Written Plans: TR01 – TR12. Gloria Morales seconded the motion. Motion carried by roll call vote.**

**Family & Community Partnerships Written Plans: FP01-FO02; FP04-FP07, FP09-ED & FP09-SS; PP01-R & P03-d**

The program reports child abuse/neglect in accordance with Nebraska state law. Efforts are made to insure the security and confidentiality of personnel, children, and family files. The program engages in a process of collaborative partnership-building with parents to establish mutual trust and to identify family priorities, goals, strengths, and necessary services. In addition to involving parents in program policy-making and operations, parents are involved in education activities that are responsive to the ongoing and expressed needs of the parents. Parents are included in the development of the program's curriculum, approach to child development and education, and school readiness goals. Families participate in leadership development, decision-making, program policy development, or in community and state organizing activities to improve children's development and learning experiences. Medical, dental, nutrition, and mental health education programs are available for staff, parents, and families. Parents are encouraged to be actively involved in home visits with both family advocates and their centers teacher. **Trevor Soule motioned to approve the Family & Community Partnerships Written Plans. Jennifer O'Hare seconded the motion. Motion carried by roll call vote.**

**Community Assessment for Upcoming Year Discussion:**

The community assessment gathers information from the communities the programs serve and helps guide the programs five-year goals. The results are still being processed and will be discussed at a future policy council meeting when they are ready.

**Federal Monitoring Review – Focus Area 2 and CLASS:**

The Focus Area 2 reports have not yet been received. The programs did receive high marks in many categories of the CLASS Review. In the Instructional Support category, we received a score of 3 out of a possible 7 and so the programs are going to work on training staff in that area.

**Employment Openings:**

Meridian Special Education Teacher  
 Teacher for Deaf or Hard of Hearing  
 Secondary Transition Specialist  
 VALTS Science Teacher, 2018-19  
 Therapist/Psychologist-Psychology Department  
 School Nurse/Health Coordinator for Meridian, Life Link and VALTS  
 Substitute Job Coaches for the 2018-19 year  
 Substitute Teachers for the 2018-19 year  
 Substitute Para-Educator for the 2018-19 year

**New Hires:**

Christy Kettle – Sidney Assistant Teacher – 40 hours per week/9 month position

**Ashley Newhoff motioned to approve the New Hires. Gloria Morales seconded the motion. Motion carried by roll call vote.**

**Center Reports:**

Center reports were passed in to Kerry at the end of our meeting. Centers turned in included: Central, EHS CDC Combo1, Mitchell Tiger Cub, CDC3, CDC1, Kimball

**Meeting was adjourned at 8:00pm.**