

Policy Council Meeting

1-30-24

Submitted by: Karina Garza & Kerry Mehling

Members Present: Kyle Schneider, Shayna Hudson, Christina Ruiz, Amelia Morales, Karina Garza, Tiah Alvizar, Brittain Reinmuth, Jessica Brenizer, Kianna Franklin, Alexis Griner, Veronica Ramirez, Adriana Gonzales

Guests Present: None

Staff Present: Kerry Mehling, Krystie Hohnstein, Lauren Starke, Shannon Yeoman, Teena Branson, Megan Rocheleau, Susie Dominguez, Joan DeWitt

Board Members Present: Ray Richards

Policy Council Meeting called to order by Tiah Alvizar, at 6:23p.m. New member introductions were made. Members reviewed the minutes from the November meeting. **Alexis moved to approve the November minutes. Veronica seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received copy of the Director's report. Krystie Hohnstein discussed the report and continued training with members on the program requirements and reporting. One opening each in HS and EHS. EHS still has a lower attendance percentage and staff are working on supporting families who are struggling with regular attendance. 15.7% EHS and 28.6% disabilities exceeds the 10% requirement. Percentages for requirements will fluctuate as enrollment changes occur.

Grant was submitted in December and updates will be provided as the program receives correspondence about the grant approval. The CLASS review ended at the end of January and all recordings were submitted and approved by the federal reviewer. They will score the videos and have 30 days to send the results back to the program. These results will also be shared with the Policy Council.

Leyton Public Schools are seeking the possibility of opening a preschool in their district and have reached out to Head Start for support and possible partnership. Sidney Public School District has communicated their plans to terminate the partnership for enrollment slots in their district. This opens the possibility of the program now offering some enrollment slots to Leyton Public Schools.

Finance Report:

All members received a copy of the Finance Report. Lauren Starke, Fiscal Officer, presented the reports. Lauren continued training with members on how to read the reports. The November and December reports show that the program is a little underspent at this time. However, the program will pick up spending for tuition and other expenses following the holiday breaks. Administrative percentage remains under the 15% requirement for both months. USDA report for November and December was presented. December was lower due to the holiday break. **Alexis moved to approve the finance report. Kianna seconded the motion. Motion carried by roll call vote.**

Board Report: Nebraska Public Schools report for state and federal accountability of school performance shared. Head Start updated with Director's report. Facility updates are occurring with a new bus barn and sidewalk and hail repairs at the ESU13 Administrative Office in Scottsbluff. Other items included cooperative purchasing for non-public schools as well as other ways ESUs support non-public schools such as professional development, opportunities for innovation, technology and infrastructure, digital learning supports, and specialized training for specialized educators.

Old Business: None

New Business:

Fiscal Written Plan Review/Discussion/Approval: Lauren Starke, Fiscal Officer, reviewed the Fiscal Written Plans and presented a new policy for approval. All members received a copy of the fiscal plans in their packets. The policies addressed the following topics: Shared governance, administrative cost limit, employee compensation policy, budget and program revisions (*NEW policy for approval*), competition, practice of ethical behavior, and cost sharing and matching (In-Kind).

New policy for approval, "*Budget and Program Revisions*" discuss the process for prior approval from the OHS before significant budget changes can occur. Monthly reporting must be shared with the BOE and the PC for monitoring of financial performance. All obligated funds will be liquidated no later than 90 days after the end of the funding period. Funds cannot be drawn on after the 90 day liquidation period. **Alexis moved to approve the Fiscal Written Plans. Adriana seconded the motion. Motion approved by roll call vote.**

In-Kind Presentation: Megan Rocheleau, Administrative Assistant, presented on In-Kind or Non-Federal Share requirements for the Head Start Program. Members received an overview of what type of donation of time, services, or materials that are allowable with grant money. The federal government provides 80% of the funding to ESU13 HS and the other 20% must be provided from the community. The amount needed is \$861,378. Parents can contribute by completing activity calendars, reading logs, professional volunteering (i.e. firefighter or psychologist), or donation of classroom materials.

Partnership school districts also contribute a significant amount of in-kind to the program by sharing any expenditures that they incur above what the HS program contributes to their program budget, and based upon total enrollment and number of classrooms served.

Child Outcomes & School Readiness Goals Discussion: Shannon Yeoman, Education & Special Services Manager, presented the 2nd child outcomes checkpoints. The School Readiness Goals were reviewed with members. Alignment with the Early Learning Outcomes Framework (ELOF), Teaching Strategies Gold (GOLD) domains and outcomes that are completed 3 times per year for 9 month classrooms and 4 times per year for 12 month classrooms. The Creative Curriculum is also in alignment with these goals.

Social Emotional, Physical, Language, Cognitive, Literacy, Mathematics domain scores for 1-4 year olds were shared for the fall checkpoints. It is common for children to score lower at the beginning of the school year and as these outcomes are presented throughout the year members will be able to see growth in the children.

ERSEA Written Plan Review/Discussion (including Eligibility Training & General Procedures): Teena Branson, Enrollment Manager, presented the ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) written plan discussion and provided eligibility training to new members. She discussed in depth what the program eligibility requirements are (age, income, identified special needs). Income calculation was shared with the poverty guidelines and documentation of income sources that will accompany an application. Categorically eligible documentation can include a family who is receiving SNAP, TANF, ADC, or SSI. In addition, if a child is homeless, in kinship care, or in foster care, no income documentation is required.

The program staff participate in several recruitment opportunities throughout the year and advertisement through various means in the community. It is a requirement that an active waitlist is maintained for effective placement of children within 30 days of an open slot. Enrollment attendance is required to be maintained at 85%. If a child's

attendance falls below this percentage, then the program must show how they are working with the family to raise the child's attendance through support, education, and at times, an attendance plan with the family.

ERSEA Selection Criteria 2024-2025: Selection Criteria is utilized to support the program in providing a point system that will ensure that the program is meeting the needs of the community to develop an active waitlist. The Selection Criteria is *CONFIDENTIAL* and it is not provided openly to the public. However, the questions are provided in the application process to collect the most pertinent and helpful information to ensure fair and accurate enrollment of applicants. A selection committee is in place to ensure that decisions are made as a team and to best meet the needs of the applicant and family. **Shayna moved to approve the 2024-2025 Selection Criteria. Alexis seconded the motion. Motion approved by roll call vote.**

Employment Openings - Agency-wide employment openings are found on the ESU13 website (www.esu13.org) under *Employment Openings*. Prospective Employees can also apply directly on this site. This was shown to members.

New Hires:

Jazmin Raya – 1-22-24 start date – Assistant Teacher in Bridgeport. Full time/12-month position.

Tiffany Lore – 1-5-24 start date – Teacher at ELC (Assistant Teacher until CDA is completed). Full time/12-month position. Adriana **moved to approve the New Staff Hire. Veronica seconded the motion. Motion approved by roll call vote.**

Center Reports: Center reports were presented from: CDC EHS, CDC 108, ELC EHS, Geil/NF, ELC PS, Mitchell, Bridgeport

The next meeting is scheduled for Tuesday, February 27th at 6pm.

Meeting adjourned at 7:50p.m.