

Policy Council Meeting
10-20-18
Submitted by: Kerry Mehling

Members Present: Josh Low, Trevor Eirich, Octavia Hernandez, Donna Reynoldson, Heather Scheenan, Gloria Morales, Angelic Mendoza, Matthew Gompert, Austin Lentfer, Heather Bowen, Chasity Duarte (Trevor Eirich attended the PC Training portion but had to leave prior to start of meeting)

Staff Present: Kerry Mehling, Donna Jenne

Policy Council Meeting called to order by Kerry Mehling. Members reviewed the minutes from the September meeting. **Donna moves to approve the September minutes. Heather Scheenan seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received copy of the Director's report. Donna discussed the report and continued training with members on the program requirement and reporting. Discussion took place regarding enrollment requirements and special services as well as health screenings that are taking place. Community Health Day took place in September. Results from this screening date included 9 out of 120 children with referrals for a vision exam from the vision screenings on this date. Donna discussed the ESU#13 Agency as a whole with all of the departments included. She discussed the need for office space in the Avenue I administration building and the Head Start management team office location in November.

The continuation grant is in progress for the 2019-2020 school year. Policy Council will be involved in this process. Donna also updated members that the Local Design for Partnership Class Size Waiver was approved for the public school partnerships. Conversation also took place regarding the possibilities of newly developing and expansion of partnerships in Scottsbluff, Sidney and Gering communities.

Finance Report:

All members received a copy of the Finance Report. Pam Hebbert, Fiscal Officer, was not able to attend this meeting. Donna and Kerry began fiscal training with the newly elected Policy Council members. Kerry discussed the August USDA report. The September report was not presented due to ongoing glitches with the attendance application with Child Plus. Follow-Up training has been taking place with staff to correct these issues. ***The September USDA report was tabled to the November meeting.***

Donna discussed the finance report and pointed out training and technical assistance funds and how it used to assist staff to meet their professional development goals. Members were made aware to watch the administrative percentages to ensure that the total expenses remain under 15%. Donna also reviewed the credit card report with members and discussed some of the expenditures on that report. Pam Hebbert, Fiscal Officer, will continue training with the Policy Council in November.

Donna then spoke to members about the facility needs for the EHS classrooms as we relocate in the 2019-2020 school year from the CAPWN campus. **Donna R. moved to approve the finance report. Heather Scheenan seconded the motion. Motion carried by roll call vote.**

Board Report:

The tech department is working on some advancements in the technology department. Discussion took place regarding new staff hires. Finance committee discussed new vehicle purchases for ESU#13.

New Business:

Members received the resource to access the Early Childhood Learning and Knowledge Center as well as some additional training on the website for Policy Council and overall Program Governance.

Meeting Dates/Times/Committee Elections: Members agreed to keep the Policy Council meetings scheduled for the last Tuesday of every month. The “Timeline” Tab in training binders has the meeting dates as scheduled for the 2018-19 year. Meetings will begin at 6p.m. with a meal and child care at every meeting.

Approval of the HS Philosophy: Members reviewed the HS Philosophy and all received a copy in their Program Governance Training Binder. **Heather Scheenan moved to approve the HS Philosophy. Donna R. seconded the motion. Motion approved by roll call vote.**

Approval of the By-Laws: Members reviewed the by-laws with explanation by Kerry Mehling. All members received a copy in their Program Governance Training Binder. **Austin moved to approve the by-laws. Josh seconded the motion. Motion approved by roll call vote.**

Review of Governance Written Plans (voting in November): All members received a copy of the Program Governance Written Plans including Policy PG01-PG20. Members were asked to read through the policies prior to the November 27th scheduled meeting. Staff will discuss the policies and address any questions at that time before asking for approval of the written plans.

Employment Openings were passed around for members to review. Openings included:

Teacher of the Visually Impaired – full-time

Therapist/Psychologist – part-time to full-time

Head Start Education Coach/Supervisor – full time Scottsbluff area

EDN Services Coordinator – full-time – Scottsbluff and Banner area

School Mental Health – full-time Chadron area

AWARE Project Manager – full-time

Substitute Job Coaches for the 2018-19 school year

Substitute Teachers for the 2018-19 school year

Substitute Para-educator for the 2018-19 school year

New Hires:

Jorge Lara – HFRC Assistant Teacher - 40 hours per week

Vicki Howell – Sidney Teacher – 40 hours per week

Jordan Hajek – Assistant Teacher – 35 hours per week

Stephany Martinez – Teacher CDC4 – 40 hours per week

Emily Owen – Education Coach/Supervisor in Kimball, Sidney and Bridgeport – 40 hours per week

Arisay Portillo – Substitute Assistant Teacher – Scottsbluff area – as needed

Donna R. moved to approve the new hires. Angelic seconded. Motion carried by roll call vote.

Forms Training: Kerry discussed the use of the Policy Council In-Kind form, Mileage and child care expenditure reimbursement forms with completion of a W-9 for the Fiscal Office, as well as expectations for completion of the Center Report Form. All members received a copy for training purposes.

Confidentiality Statement: All members were asked to read and sign a statement of confidentiality as they move into their new roles as Policy Council Representatives for ESU#13 Head Start. Confidentiality in their role was discussed in depth.

Center Reports: None this month.

Meeting adjourned at 11:50am.