

Policy Council Zoom Meeting
6-30-20
Submitted by: Kerry Mehling

Members Present via ZOOM connection: Jeanne Ogden, Laura Morehead, Gloria Morales, Mattie Bauer

Members emailing in voting who could not attend Zoom connection: Kelsey Duffield, Lori Lore, Kathrine Macintosh, Brittany Crofutt

Staff Present via ZOOM connection: Kerry Mehling, Donna Jenne, Pam Hebbert, Kristen Bauer

Policy Council Meeting called to order by Gloria at 6:10pm. Members reviewed the minutes from the May meeting. **Jeanne moved to approve the May minutes. Mattie seconded the motion.** *There was not a quorum at the meeting. Members present made the recommendation to approve the May minutes. Follow-up emails from members who could not attend Zoom meeting include a Yes vote from: Kelsey Duffield, Lori Lore, Kathrine Macintosh, Brittany Crofutt.* **Motion to approve the May minutes was passed.**

Director's Report:

All members received copy of the Director's report via email and screen sharing. Donna reviewed the report with members. Discussion occurred regarding the limited services being offered for essential workers at CDC EHS and Central full-year classrooms. Services would be in normal operation but with the COVID-19 restrictions, these services are limited to only families who do not have the ability to provide child care at home due to employment. Screening procedures are going well and occur daily with temperature checks taking place before children enter the building with a staff member and again mid-day. Enrollment meetings will begin for the 2020-2021 school year and letters will begin to be sent out to accepted families. Recruitment is actively taking place in the entire service area. The program is still awaiting the COLA funding which will support staff wages and be implemented retroactive to April 2020.

Finance Report:

All members received a copy of the Finance Report via their packets in the mail and screen sharing. Pam Hebbert, Fiscal Officer, presented the reports. Reports presented for the end of the 2019-2020 grant year are close to being complete. There was little activity for the month of May with some adjustments showing as credits and final expenditures for the grant year were recorded. Most expenditures included final mileage reimbursement and end of year spending for classroom supplies and upgraded technology. Pam reported that there was \$26,000 unspent in the HS operating funds and explained how the uncertainty of indirect cost rates impacted budgetary management and planning resulting in the unspent funding. Administration percentages remain below the required 15% maximum. July reporting will show complete close-out of the 19-20 grant year.

Reports for the current 2020-2021 grant year also show little activity with most being for payroll, payment to partnership school districts and professional development/class payments (see T/TA reports). She noted some line items show a negative entry due to expense credits made when rent payments are received from CAPWN for the CDC sub-lease. Pam reported that the budget column has not been completed yet as we are still awaiting the funds from the COLA and the Quality Improvement applications. Once those funds are received, this will be added to reflect the actual grant dollars available.

Next, Pam reviewed the credit card expenditure report. No reporting for USDA Report of Reimbursement for May 2020 as all centers were closed due to COVID-19. **Mattie moved to approve the finance report. Jeanne seconded the motion.** *There was not a quorum at the meeting. Members present made the recommendation to approve the Finance Reports. Follow-up emails from members who could not attend Zoom meeting include a Yes vote from: Kelsey Duffield, Lori Lore, Kathrine Macintosh, Brittany Crofutt. Motion to approve the Finance reports was passed.*

Board Report:

Donna provided an overview of the most recent board meeting. A summary of topics covered included: an overview of the VALTS Alternative Education Program including a new branch beginning in 20-21 in Sidney, Board Policy Amendments continue, discussion about accreditation for ESU 13 in the 20-21 school year, MIPS Program (contracted medical services and Medicaid program in public schools) as well as a contract with Dr. Cynthia Guerue. New technology was also approved for the Sidney office along with new vehicles for ESU 13. Remodeling at the Carpenter Center bids were approved for the new Day Treatment Facility in the Behavioral Health Department. Transportation policies for HS and certified teacher contracts across the agency were approved.

Old Business:

None - May meeting did not have a quorum at the ZOOM meeting. Follow-Up voting continued through email responses from members who were unable to attend the ZOOM meeting. With those follow-up votes, all May business was completed with a sufficient number of votes from members to meet the quorum. See May minutes for added details.

New Business:

Summer Services & Full Year Centers Essential Services Updates (including enrollment/recruitment update and summer services budget tracking template): Discussion took place regarding the summer service activities that are taking place including packet activities for 122 children in HS stand-alone classrooms, recruitment team plans, and expenditures related to the COVID-19 funding received. Summer services will take place for 4 weeks to promote school readiness for children going on to Kindergarten, children on Individual Education Plans (IEPs), and children that will have another year of preschool/Head Start. Staff began delivering packets the week of June 29th and will continue weekly through the week of July 20th. Each packet will have curriculum activities, Pyramid Model social-emotional learning activities, and health or safety information for parents. Family Advocates are contacting parents to provide individualized resources and referrals as needed.

2020-2021 Center Locations Updates: Center locations have been finalized for the 2020-2021 school year. Head Start stand-alone centers will include: Bridgeport, Gering/Northfield (2 classrooms), Early Learning Center (1 preschool classroom and 3 infant/toddler combo classrooms as well as the 2 Home Educators in the Home Base program), CDC (5 infant/toddler combo classrooms). Central HS location will close and be moved into the Early Learning Center. The program is engaged in 7 public school partnerships including: Bayard, Gering, Minatare, Mitchell, Morrill, Scottsbluff Bear Cub at the stadium and at Roosevelt, and Sidney. The 2020-2021 school year will include 202 Head Start slots and 84 Early Head Start slots.

COVID-19 One-Time Funds & Zono Sanitizing System: The program is working to ensure planning for service delivery to families if remote services remain or become necessary in the future. Tracking of expenditures and plans will be presented to Policy Council monthly and guidance will be requested throughout the process. Discussion took place regarding possible sanitization solutions for classrooms including the ZONO sanitization

system and spray sanitization through a type of fogging service. Current sanitization procedures were discussed and input was given regarding the need for additional services and cost for each. Ongoing research and conversations will take place with Panhandle Public Health District before any purchases are made. Policy Council approval will be involved in the process as well.

More discussion took place on how to utilize the funding to best serve families including: providing chrome books or iPads for families to check out for remote learning, consumable materials provided to families to assist in the learning process if items are not available in the home, ultraviolet tooth brush holders in classrooms, and increasing mental health service delivery options for families and staff who may be struggling.

Quality Improvement Funds Update: Quality Improvement Funds will need to be geared more towards supporting the Certified Teacher wages as an additional teaching position was filled with a certified teacher as required by the NE Department of Education Rule 11. This changes the original plans that were presented when Policy Council gave approval for the submission of the application.

Circle of Security in-person training will not be offered until sometime in 2021; however, there may be the possibility of online training which will be significantly less expensive than in person training including travel and conference expenses. Therefore, the possibility still exists to train family advocates and home educators as originally planned.

Health Written Plan Review: Kristen Bauer, Health & Nutrition Coordinator, presented the Health plans. Topics included: Health program services overview; Health Service Advisory Committee; collaboration and communication with parents; parent/guardian refusal to authorize health services; oral health practices; provision of extended follow up and treatment; hygiene practices; protection from contagious disease/communicable disease; and medication administration. Further discussion took place regarding the ongoing updating of procedures based upon recommendations from Panhandle Public Health District due to COVID-19. **Jeanne moved to approve the health written plans. Laura seconded the motion.** *There was not a quorum at the meeting. Members present made the recommendation to approve the health written plans. Follow-up emails from members who could not attend Zoom meeting include a Yes vote from: Kelsey Duffield, Lori Lore, Kathrine Macintosh, Brittany Crofutt.* **Motion to approve the Health Written Plans was passed.**

Family & Community Partnerships Written Plan Review: Kerry Mehling, Family & Community Partnerships Manager, presented the FCP plans. Topics included family engagement/parent involvement in the following areas: child development and education; health, nutrition, and mental health education; community advocacy; transition activities; home visits; accessing community services and resources; parent interest survey; male involvement; family partnership building; family partnership services; family rights and responsibilities; parent/guardian permission to request/release confidential information; volunteers; parent activities to promote child learning and development; community partnerships; and referrals for counseling or other services. **Jeanne moved to approve the FCP written plans. Laura seconded the motion.** *There was not a quorum at the meeting. Members present made the recommendation to approve the FCP written plans. Follow-up emails from members who could not attend Zoom meeting include a Yes vote from: Kelsey Duffield, Lori Lore, Kathrine Macintosh, Brittany Crofutt.* **Motion to approve the FCP Written Plans was passed.**

Employment Openings were shared for members to review. Openings included:
 LifeLink/Meridian Special Education Classroom Teacher 2020-2021
 Special Education Teacher 2020-2021
 Title 1C Education Program Tutor

School Mental Health Provider – Location TBA
Title 1C Service Provider – Northwestern Counties
EIHFT Family Consultant
Speech/Language Pathologist – Scottsbluff, Sidney, Chadron

New Hires:

Alexandra Clear – Certified Teacher for Bridgeport HS – Full-Time 185 day contract

Mattie moved to approve the New Hires. Laura seconded the motion. *There was not a quorum at the meeting. Members present made the recommendation to approve the staff new hire. Follow-up emails from members who could not attend Zoom meeting include a Yes vote from: Kelsey Duffield, Lori Lore, Kathrine Macintosh, Brittany Crofutt.*

Center Reports: No reports. Limited center services due to COVID-19.

Meeting adjourned at 8:15pm.