

Policy Council Minutes

8-27-19

Submitted by: Brittany Crofutt and Kerry Mehling

Members Present: Brittany Crofutt, Michael Amaya, Allisha Coffman, Angelic Mendoza, Gloria Morales, Heather Bowen, Jeanie Ogden

Staff Present: Kerry Mehling, Donna Jenne, Pam Hebbert

Gloria called the meeting to order at 6:15pm. Members reviewed the minutes from the July meeting. **Angelic moved to approve the July minutes. Heather seconded the motion. Motion carried by roll call vote.**

Director's Performance Report:

All members received a copy of the Director's report. Donna discussed the report in its entirety. There are 12 openings left for HS. EHS is fully enrolled. Recruitment efforts have been plentiful throughout the summer and are ongoing. The scores for Dental and Lead screenings are low due to babies not seeing dentists. New forms for ROI seem to be working better. The program still has an opening for a Family Advocate in the Scottsbluff area.

Finance Report:

Pam Hebbert discussed the Finance Reports for July. All members received copies of the monthly report and credit card expenditures. There was a change in the coding system and format so she explained the new ESSA coding for NDE.

There are 4 separate reports (in addition to the credit card report): Head Start Operating (6940-4941); Head Start TTA (6940-4645); Early Head Start Operating (6940-4943); and Early Head Start TTA (6940-4946). The program is still in the process of working through the formatting changes and old/new codes and adding account totals with budget numbers.

The USDA report was also presented by Kerry for July. **Jeanne moved to approve the Finance Reports. Angelic seconded the motion. Motion carried by roll call vote.**

Board Report:

New digital multi-functional copier is being purchased for the administration offices. ESU#13 bought 2 new 2019 mid-size vehicles. The agency also approved new employee contracts for various positions. The CDA waiver for the Head Start teacher at Northfield-South was approved and personnel handbook updates were all discussed.

Old Business:

None

New Business:

Enrollment/Recruitment 2019-2020 Update: This was covered in the board report from Donna.

5 Year Grant (Due Dec. 2019): Donna reviewed the 5 year goals that have been in place over the course of the 1st 5 year grant. The program will be working on new and continuing goals for the new 5 year grant. They are in the process of collecting data that will aide in completing the grant process. This process includes updating the community assessment, surveying families, collaboration with other early childhood and community entities, and beginning discussions on possible programmatic changes. Input from Policy Council will be ongoing and appreciated.

ESU#13 Employee Handbook Review: Employee Personnel Handbook changes were reviewed. Members received a brief summary outlining all changes. **Heather moved to approve the ESU#13 Employee Handbook Revisions. Jeanne seconded the motion. Motion carried by roll call vote.**

Approval of Teacher w/ CDA Waiver: Rebecca Garcia has been hired as the teacher for the Northfield South classroom. She has 25 years of experience with Head Start and is currently working towards her Early Childhood Associate of Arts Degree. The program advertised for 3 months to fill this position with no qualified applicants. A CDA completion involves 120 hours of training, 480 hours of classroom time with children and completion of an exam and a portfolio. **Brittany moved to approve the Teacher w/ a CDA Waiver for Northfield South. Angelic seconded the motion. Motion carried by roll call vote.**

Employment Openings:

- Head Start Bi-lingual Assistant Teacher – Scottsbluff – Full-Time
- Head Start Family Advocate – Scottsbluff – Full-Time
- Regional Migrant Education Program Recruiter – Full-Time
- EIHFT (Ecological In-Home Family Treatment) Family Consultant
- Substitute Job Coaches – LifeLink School
- Substitute Teachers – Meridian and LifeLink Schools
- Substitute Para-educator - Meridian

New Hires:

Teena Branson – Enrollment Manager (Temporary 10 month position) – Full-Time/40 hours/week.

Cierra Janis – Floater at EHS CDC – Full-Time/40 hours/week, 12 month position.

Heather moved to approve the New Hires. Allisha seconded the motion. Motion carried by roll call vote.

Membership Reminders: Members were reminded that September will be the last meeting for the 2019-2020 representatives. Each member is asked to return their Policy Council binder if possible at the September meeting so that it can be recycled for the next year.

Center Reports

Center reports were given by: (sent via email – Morrill), verbal reports by Sidney, Gering-Lincoln, Westway HS, and Central HS.

Meeting was adjourned at 7:35pm.