

**NEICAC Policy Council**  
**February 20, 2024**

The meeting was held via Zoom. Those participating: Alex (Monona), Candace (Oelwein), Catherine (Oelwein), Brittany (Waverly), Sharon Burke, Martin Ahrndt, and Denise Tapscott (staff). There was one visitor present.

The meeting was called to order at 6:33 p.m. Roll was taken.

A motion to approve the minutes from the January 16, 2024 meeting was made by Brittany and seconded by Alex. The motion carried.

**Director's Report**

*Staffing:* We have filled several Co-Teacher positions. Ashley Mohring and Kelly Sattler were hired in New Hampton, Angela Zezulka was hired in Waukon, and Jaina Jostand was hired in Decorah. Kristine Novey was hired as the new EHS Home Visitor and an offer has been extended for the Head Start Center Manager position. We continue to advertise for the Oelwein Co-Teacher float and the Postville Teacher position.

*Enrollment:* Sharon reviewed the submitted Early Head Start and Head Start enrollment reports. Both Early Head Start and Head Start are fully enrolled with drops and adds. We continue to try to identify eligible children as we gear up to take applications for fall enrollment.

*Attendance:* Martin reviewed the submitted January Attendance Report. Programs that fell below the 85% attendance level were Cresco, Decorah, Monona, Oelwein A & CD, Waukon A, and Waverly. The main reasons included: illness, medical appointments, and weather-related issues.

*Budget:* Submitted EHS and HS budgets for January were reviewed. January 31<sup>st</sup> was the end of our grant year. We will be transferring \$249,250 from the Early Head Start budget to cover the shortfall in the Head Start budget. We expect both programs to be fully expended.

*Registration:* Registration for the 2024-2025 school year has begun. The classrooms are hosting registration dates throughout the months of February and March. The various dates and time for each location were included in your packet. Please spread the word to your friends, family, and community members to aid in our recruitment efforts.

*Parent-Teacher Conferences/Home Visits:* Parent-Teacher Conferences will be held February through mid-March depending on the school district and the classroom.

*By-Laws:* Denise reviewed the Policy Council By-laws included in the packet. By-laws must be reviewed and approved annually. There are no proposed changes this year.

*Criteria for Selection:* Sharon reviewed the Criteria for Selection policy included in the packet. The policy must be reviewed and approved annually. The policy was updated to include Snap benefits as an automatic eligibility criterion for EHS/HS services. A motion to approve the Criteria for Selection policy as proposed was made by Alex and seconded by Brittany. The motion carried.

*Policy Changes:* Sharon reviewed the updated Pet Policy and our Abandon Child Policy included in the packet. A motion to approve the policies with the proposed changes was made by Brittany and seconded by Alex. The motion carried.

*Legislative Breakfast:* The Iowa Head Start Association is hosting a legislative breakfast at the Iowa State Capital in Des Moines on March 7<sup>th</sup>. We will have staff in attendance.

January Meal & Snack and CACFP reports were enclosed for review. Credit card bills were reviewed. All was found to be in order.

### New Business

*Iowa Farm to ECE Grant Submission: The Early Head Start program is submitting a grant application to Iowa Farm to Early Care and Education to support family engagement activities. A request for \$850 was submitted to promote the preparation of the food-of-the-month by children and their families and to support Farmer's Market fieldtrips in Waukon, Oelwein, and Decorah. The submission deadline is March 1<sup>st</sup> with notification by the end of the March.*

*Policy Council Representatives: Policy Council Representatives that have missed 2 consecutive meetings without good cause may be removed by vote of Policy Council members. There are currently no members meeting this criterion.*

### Classroom Reports

<b>EHS</b>	Playgroups: Luther College-open gym, Monona Community Center-Ig motor activities
<b>Cresco</b>	No report
<b>Decorah</b>	Beginning our pet study this week - We will be learning about what animals make a good pet (and which animals do not), how we take care of pets, what pets need, etc. Enjoying the sunshine outside!
<b>Guttenberg</b>	No report
<b>Monona</b>	We started the road study today. We finished up Valentine's, friendship, and our winter study. We have had a lot of illness. Learning about dental health and the alphabet, also.
<b>New Hampton</b>	Finishing up the clothing study and starting the ball study
<b>Oelwein A</b>	No report
<b>Oelwein B</b>	No report
<b>Oelwein CD</b>	We are learning about signs. We went on a walk to look at all the signs around the school.
<b>Oelwein E</b>	Starting the wheel study
<b>Postville A</b>	Learning the different parts of the body and exercises that help them.
<b>Postville CD</b>	Finishing the ball study and starting the tree study
<b>Waukon A</b>	No report
<b>Waukon B</b>	No report
<b>Waverly</b>	Valentine's Day Party and food celebrations
<b>West Union</b>	Finishing the clothing study and starting the tubes and tunnels study

The next meeting will be held on March 19<sup>th</sup>, 2024 at 6:30 p.m. via Zoom

The meeting was adjourned at 7:15 p.m.

Submitted by Denise Tapscott