

NEICAC Policy Council

November 18, 2025

Those present: Dirsra (EHS), Kami (EHS), Amy (Decorah), Alex (Monona), Kim (New Hampton), Sandy (Oelwein), Amy (Postville), Litci (Postville), Karen (Postville), Brea (Waukon), Courtney (Waukon), Sharon Burke, Rachelle Smith and Denise Tapscott (Staff). There were two visitors present.

The meeting was called to order at 6:00 p.m. Introductions were made.

A motion to approve the minutes of the October meeting was made by Kami and seconded by Sandy. The motion carried.

Director's Report

Staff Changes: Brittany Bierle has accepted the 40 hour Co Teacher Float for Cresco, Decorah, and New Hampton and is going through the pre-employment process.

Budget: Submitted reports were reviewed. We watch funding very closely as we move closer to the end of the grant period. Both the Early Head Start and Head Start budgets are about on target for this time of the year. We will be keeping a close watch, as well, on our non-federal match.

Enrollment: Submitted reports were reviewed. Both Head Start and Early Head Start have a few openings, but we are getting closer to full enrollment. We continue to actively recruit and build our income-eligible wait list for both programs. We encourage Policy Council members to help us spread the word as well. The October Attendance Report was reviewed. All classrooms were above the 85% target.

Grant Application: The 2026-2027 Five Year Continuation grant was submitted electronically on 10/28/25 to the Regional Office.

Holiday: The Thanksgiving Holiday will be November 27th and 28th. All classrooms will be closed.

Policy Changes: Sharon reviewed the agency's 2025 Employee Handbook policy changes that were included in the packet. They include—Classes and Categories of Employment, Working Hours, Sick Leave, Training and Career Development, Employee Safety, AI Policy, Reporting Abuse, Volatile Home or Neighborhood and Incentive Compensation Program. A motion to approve the changes was made by Sandy and seconded by Karen. The motion carried.

Wage Changes: The Personnel Committee recommended changes in the salary schedule by 1% effective 2/1/26. A motion to approve the wage change was made by Karen and seconded by Brea. The motion carried.

December Meeting: We will not have a December Policy Council Meeting but we will provide you with the packet of information.

The submitted October CACFP report was reviewed along with the October credit card statements. All was found to be in order.

Center Reports

EHS	November Playgroups: Open gym at the Cresco Fitness Center, Oelwein EHS & HS Family Fun Night with STEM activities, and DIY toys at Postville. Home visits: Speech, identifying pictures, colors, and shapes.
Cresco	We just finished up talking about farms. We ended the study by going on a walking fieldtrip to see and pet some farm animals. This week we are starting our clothing study. The children will be

	creating their own pieces of clothing to wear during our fashion show. The fashion show will happen at the end of our study.
Decorah	We are doing the building study and Thanksgiving activities.
Monona	We have been doing the clothing study. Kids practiced sewing today with a plastic needle and yarn, kids have lots of fun. Also used a kids sewing machine that Bailey let's us borrow. They love that!
New Hampton	New Hampton is towards the end of our tubes and tunnels study. They are also working very hard on making a classroom recipe book on how to cook a turkey! For our short week next week, we will be doing a "Thankful theme" where we will be making cards to show our appreciation for our extremely hardworking primary janitor, our school secretary, our lunch crew, and then we will be making some thankful creations to send out to local nursing home for those who won't be seeing their families during the holidays.
Oelwein	Oelwein has been adjusting to the change of staffing from 3-2 teachers per class. Parent and community members are encouraged to support the classroom by volunteering. Oelwein B is learning about turkeys and what we are thankful for. We are building a big thankful turkey and having the families decorated feathers to add to it. We are doing fun activities for the book Turkey Trouble and disguising turkeys in our classroom and as an in-kind activity at home.
Postville A	Decorating turkeys and creating a map with families creating pictures of their homes.
Postville CD	We made a family turkey and disguised turkeys. Studying roads and signs. Looking for someone to share construction tools with the class.
Waukon	Waukon is doing bread study, we made bread in groups and then got to eat our bread as part of our snack. The kids loved it!
Waverly	We just finished our road study and are now going into our pet study! The kids seem really excited to start this study and are excited to learn.

The next meeting will be held on January 20, 2026 at 6:00 PM via Zoom.

The meeting was adjourned at 6:38 p.m. New member Orientation was held following the meeting.

Submitted by Denise Tapscott

Approved 1/20/26