

NEICAC Policy Council

September 21, 2021

Due to COVID-19, the September Policy Council meeting was held via Zoom. Participants included: Debbie (Monona), Heidi (Decorah), Denise (Oelwein), Sharon Burke, Cindy Petsche, and Denise Tapscott (staff)

The meeting was called to order at 6:35 p.m. and roll was taken.

A motion to approve the August minutes was made by Denise and seconded by Heidi. The motion carried.

Director's Report

Staff Changes: We are still advertising for the Oelwein E Teacher position. Sara Dunn was hired as a 30 hour Co-Teacher in Oelwein and Michaela Schwickerath was hired as the Cresco 30 hour Co-Teacher. Dawanda Ryder, Waukon B Teacher, has resigned and that position has been advertised.

Budget: Early Head Start and Head Start budget summaries were reviewed. Both programs are on target for this time of the year.

Enrollment: Cindy reviewed the Early Head Start and Head Start enrollment reports. EHS is working to maintain full enrollment as we replace children who have recently transitioned out. Head Start is close but we still have not reached our full enrollment. Please help us spread the word as we work toward full enrollment. The attendance report was reviewed. Decorah and Postville CD were below the 85% attendance threshold due to illness, appointments, transportation, no show/no calls, and travel out-of-town.

Wrap Around: We are working to verify eligible families. We can receive funding for up to 145 families and we hope to reach that number. The work verification needed from employers can slow down the process. We have currently identified 98 eligible families.

2021-2022 School Year: -The new school year is underway. At the beginning of the school year, staff spend time helping the children transition back to school and settling into the daily routine.

Annual Report: The Head Start Annual Report was reviewed at the meeting. The report is also available on the agency's website-neicac.org

Information Memorandums: Sharon reviewed the enclosed Information Memorandums. One is regarding terminology changes within official documents. The other is the monitoring process for FY 22 for both HS and EHS grantees. On-site reviews will begin in January 22 as local conditions allow. Our Head Start program is scheduled to receive a CLASS review either this year or next. The IM also reiterates updates to the CLASS condition within the Designation Renewal System, including the creation of quality thresholds for each domain of CLASS.

PIR (Program Information Report) for Early Head Start: The Early Head Start PIR performance indicator report was reviewed. It highlights the annual program data in areas of frequent interest.

The August CACFP claim for reimbursement and meal and snack reports were reviewed along with the credit card statements. All was found to be in order.

Center Reports

Classrooms are currently working on beginning of the year studies, developing routines and building relationships.

The next meeting will be held on October 19, 2021 at 6:30 p.m. via Zoom. New member training will take via Zoom prior to this meeting. Policy Council members were asked to help recruit parents and/or community members to serve on the board.

The meeting was adjourned at 7:07 p.m.

Submitted by Denise Tapscott