

HS/EHS POLICY COUNCIL MEETING

March 23, 2021

P.C. Members present: Emily Bailey, Jasmine McNeill, Amber Peplinski, Jamie Petersen, Katina Sampsel, Lisa Sorensen, and Eugene Meiners, NOI Board President.

Staff present: Tonya Weber, HS/EHS Director, Sheri Mertz, CFO, Chad Jensen, CEO, and Pam Stanzyk, HS/EHS Office Coordinator.

Jamie Petersen called the meeting to order at 6:00 PM.

Roll Call

Financial Reports

The following financial reports were reviewed with the Policy Council:

- 1) HS/EHS February 2021
- 2) EHS Center Based February 2021
- 3) All credit/charge card activity for February 2021

There was a general discussion of various line items. It was noted that Head Start/Early Head Start is 25% through the program year (07CH010517). EHS Center Based is 100% through program year as of February 28, 2021, working on closing out (07HP000122). The carryover of a portion of the funds balances to cover costs of various projects not able to be completed was discussed. These projects include playground installation and signage. Discussion took place regarding potentially combining the two grants.

A motion was made by Lisa Sorensen and seconded by Amber Peplinski to accept the reports as presented. Motion carried.

Policy Council Minutes

February 23, 2021 minutes were reviewed. Amber Peplinski motioned to approve the minutes as read. Jasmine McNeill seconded. Motion carried.

Program Report

The following items were presented for the February 2021 Head Start/Early Head Start Program Report: HS/EHS Enrollment and Attendance; HS/EHS Education & Disabilities; Communication; Staff Openings; Volunteer/Parent Involvement; In-Kind; Child Abuse and Mandatory Reporting; CACFP Reimbursement; and Health. It was noted that HS enrollment continues to be reduced due to COVID.

Health & Safety Classroom/Playground

Staff complete weekly and monthly checks. There were no corrected or uncorrected reports to share.

NOI Board Minutes

February 25, 2021 minutes were shared.

Committee Reports

Nothing new to report.

IM/PI Alerts

ACF-PI-HS-21-02: Head Start Center-Based Service Duration Requirement for 45 Percent of Slots was reviewed. The program is currently at 52% of enrollment at, or above, 1,020 hours per year.

EHS Center Based – Update

Carroll location up and running and fully staffed. Continue to work on enrollment; full enrollment is 32. In-kind from the Carroll building purchase was discussed. Anticipating licensing in April for the Carroll location. Working on staffing for the Perry location. Renovations in the Perry center are complete.

HS/EHS Parent Evaluation – Follow Up

Evaluations have been sent out, in the process of receiving them. A link was also provided if parents preferred to complete them on surveymonkey.

New Opportunities Policies & Procedures

Chad presented the 2020 Agency Annual Report which is available on the New Opportunities website at www.newopp.org. Lisa Sorensen motion to accept the 2020 Agency Annual Report. Amber Peplinski seconded. Jamie Petersen abstained from voting. Motion carried.

Chad informed Policy Council that Stu Cochrane has agreed to continue to serve as legal consultant for New Opportunities. Lisa Sorensen motion to approve Stu Cochrane as the New Opportunities Attorney. Amber Peplinski seconded. Jamie Petersen abstained from voting. Motion carried.

Chad presented a summary of proposed changes to the Human Resources Policies and Procedures. Katina Sampsel motioned to approve the updates to the Human Resources Policies and Procedures. Lisa Sorensen seconded. Jamie Petersen abstained from voting. Motion carried.

Sheri presented a summary of proposed changes to the Fiscal Policies and Procedures. Amber Peplinski motioned to approve the updates to the Fiscal Policies and Procedures. Katina Sampsel seconded. Jamie Petersen abstained from voting. Motioned carried.

Chad informed Policy Council that there have not been any changes to the HIPPA Policies and Procedures or the Affirmative Action Policies and Procedures. Lisa Sorensen motioned to approve the HIPPA Policies and Procedures and the Affirmative Action Policies and Procedures. Katina Sampsel seconded. Jamie Petersen abstained from voting. Motion carried.

COLA Application for 07CH010517

Tonya shared information on the COLA Application for the 07CH010517 Grant. The COLA supports a 1.22 percent increase for the full grant, totaling \$36,524. Application is due April 15, 2021.

Lisa Sorensen motioned to approve the COLA Application for Grant No. 07CH010517. Katina Sampsel seconded. Motion carried.

COLA Application for 07HP000122

Tonya shared information on the COLA Application for the 07HP000122 Grant. The COLA supports a 1.22 percent increase for the full grant, totaling \$18,358. Application is due April 15, 2021.

Amber Peplinski motioned to approve the COLA Application for Grant No. 07HP000122. Lisa Sorensen seconded. Motion carried.

COVID-19 Carryover Funds 07CH010517 – Vehicle Purchase Request

Tonya discussed the previously approved request to submit a carryover request to regional office for CARES COVID19 funds awarded in the 2019-2020 grant year.

After reviewing the budget and needs of the program, Tonya is requesting permission to submit a request to use the Head Start/Early Head Start CARES COVID19 carryover funding for the purchase of the following major equipment:

- a mini-van to transport supplies to families during virtual learning and to transport food from one site to another in a sanitary manner. The amount for this purchase is \$41,489.00.
- playground equipment in Waukee in an effort to make the playground space more suitable for outdoor learning while promoting social distancing. The amount for this purchase is \$20,000.

As part of the carryover request, Tonya also requested permission from Policy Council to submit a waiver request for non-federal share for the CARES COVID19 carryover funds in the amount of \$32,848.14.

Amber Peplinski motioned to submit the major equipment purchase requests and waiver request as part of the CARES COVID19 Carryover Funds application for grant number 07CH010517. Jasmine seconded. Motion carried.

HS/EHS Application – Revision

A minor change was made to the Head Start/Early Head Start Application under Family Information, adding 3) Child’s authorized caregiver or legally responsible party. Lisa Sorensen motioned to approve the revision on the HS/EHS Application. Katina Sampsel seconded. Motion carried.

Policy 555 Coaching Teaching Staff Policy & Procedure

Tonya reviewed Policy 555 Coaching Teaching Staff with Policy Council members. Katina Sampsel motioned to approve Policy 555 Coaching Teaching Staff. Lisa Sorensen seconded. Motion carried.

Policy 131 Infectious Disease Outbreak Emergency Plan – Revised

Tonya reviewed the revision of Policy 131 Infectious Disease Outbreak Emergency Plan with Policy Council. Lisa Sorensen motioned to approve the revision of Policy 131 Infectious Disease Outbreak Emergency Plan. Amber Peplinski seconded. Motion carried.

Chad recognized Tonya Weber as the recipient of the Administrator of the Year Award from the National Head Start Association. Congratulations, Tonya!

Next Policy Council Meeting – April 27, 2021 – 6:00 PM

Lisa Sorensen motioned to adjourn at 7:09 PM. Katina Sampsel seconded. Motion carried.