HS/EHS POLICY COUNCIL MEETING

August 25th, 2026

P.C. Members present:

P.C. Members present via Zoom: Chris Crocker, Atil Lokule-Lemi, Brigit Woodworth, Jorie Trueblood, Lindsey Shriver, Paris Brown, and Sol Japa Morales.

Staff present: Sheri Mertz, CFO, Shannon Anthofer, CFO, Toyna Weber, HS/EHS Director, Eugene Meiners, New Opportunities Board President, Cherie Cerveny, Center Supervisor, and Kara Montgomery, HS/EHS Office Coordinator

Gene Miners called the meeting to order at 6:10 p.m.

Roll Call

Financial Reports

Tonya reviewed the following financial reports with the Policy Council:

1) CH Grant – HS/EHS June & July 2026
2) All credit/charge card activity for June & July 2026
3) WH Grant – Supplemental Funds Waukee

There was a general discussion regarding various financial line items. The program is currently 66% through the program year and has expended 59.4% of its budget. The program's non-federal share is currently at 58%. Sheri Mertz reviewed the financial summaries with the Policy Council and explained the non-federal share requirement, including the types of contributions that may be counted toward the non-federal share. The program is continuing to closely monitor its non-federal share. Current projections show that the program may not meet the required non-federal share by the end of the budget year. If needed, a waiver will be requested. The waiver will be brought to the Policy Council for review once final projections are completed. Sheri also explained that the WH Grant will end on August 31, followed by a 90-day liquidation period. A motion was made by Chris Crocker to accept the financial reports as presented. Lindsey Shriver seconded. Motion carried

Policy Council Minutes

May 26th, 2026, minutes were reviewed. Brigit Woodworth motioned to approve the minutes as read. Jorie Trueblood seconded. Motion carried.

Program Report

Tonya summarized the following items on the June & July 2026 Program Report:

- Enrollment and Attendance
- Education & Disabilities
- Communication
- Staff Openings
- Volunteer/Parent Involvement
- In-Kind
- Child Abuse and Mandatory Reporting
- CACFP Reimbursement
- Health

Health & Safety Classroom/Playground

Tonya reviewed the health & safety report to the Policy Council.

NOI Board Minutes

Reviewed Board Minutes from May 28th,2026 meeting with the Policy Council.

School Readiness Report
School readiness information was shared and reviewed by Tonya. HS/EHS Fall, Winter, and Spring Check points were discussed for the following areas.

- Social - Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics

IM/PI Alerts
Nothing new to share.

School District Partnership Agreements Updates/Changes
Tonya provided an update on school district partnerships for the 2026-2027 school year. The Panora partnership has been terminated this year.

Self-Assessment Report & Program Improvement Plan 2026-2027
Tonya discussed and reviewed the Self-Assessment Report 2026. Tonya discussed the program strengths, challenges, and goals. Atil Lokule-Lemi motioned to approve the Self-Assessment Report & Program Improvement Plan 2026-2027. Chris Crocker seconded. Motion carried.

HS/EHS Continuation Grant 12/1/2026-11/30/2027
The HS/EHS Continuation Grant Year #5 application and budget for December 1, 2026, through November 30, 2027, were presented to the Policy Council. Tonya explained the grant budget. Sheri Mertz explained the COLA and SUTA funding. Sheri also explained that because the program is not insured through the state, the program is able to maintain a reserve. She explained the importance of the reserve and that it will continue to be monitored. The budget includes an unfunded COLA, which means the program cannot fully fund the reserve at this time. The reserve will continue to be monitored. Equipment purchases over $10,000 cannot currently be included in the budget due to funding limitations. Equipment needs will continue to be monitored. Jorie Trueblood motioned to approve the HS/EHS Continuation Grant 12/1/2026-11/30/2027 Brigit Woodworth seconded. Motion carried.

HS/EHS Training and Technical Assistance Plan and Budget
Tonya reviewed the 2026-2027 HS/EHS Training and Technical Assistance Plan and Budget. Lindsey Shriver motioned to approve the Training and Technical Assistance Plan and Budget. Chris Crocker seconded. Motion carried.

HS Fall Programming Schedule
The 2026-2027 Programming Schedule was reviewed. Lindsey Shriver motioned to approve the 2026-2027 HS Fall Programming Schedule. Chris Crocker seconded. Motion carried.

HS/EHS Policies & Procedures – Updates/Changes
Updates to the following Policies and Procedures were reviewed.

<u>Volunteer Handbook Changes:</u>

- N/A

<u>Admin Handbook Changes:</u>

- N/A

<u>Health and Mental Health Handbook Changes:</u>

- Policy 203 Pregnant Moms

Transportation Handbook Changes:

- N/A

ERSEA Handbook Changes:

- N/A

Education/Disabilities Handbook Changes:

- Policy 503 Early Head Start HB Home Visits for Enrolled Children
- Policy 504 Early Head Start Home Based Home Visits for Enrolled Children
- Policy 505 Early Head Start HB Home Visits for Enrolled Pregnant Clients
- Policy 537 Head Start CB Home Visits and Parent Teacher Conferences
- Policy 538 Early Head Start CB Home Visits and Parents Teacher Conferences
- Policy 539 HS/EHS Parent Teacher Conferences Removed, already in another policy.
- Policy 556 Handle with Care

Training Handbook Changes:

- N/A

Nutrition Handbook Changes:
USDA Nondiscrimination Statement Updated.

General Information Handbook Changes:

- N/A

Parent Handbook Changes:

- N/A

Brigit Woodworth motioned to approve the policy additions and changes. Paris Brown seconded. Motion carried.

WH (Waukee Construction Grant) No Cost Extension
Tonya explained that Policy Council approval is needed to submit a No Cost Extension. The extension would allow the program to continue using the remaining funds to complete the Waukee projects through May 31, 2027. Lindsey Shriver motioned to approve the WH (Waukee Construction Grant) No Cost Extension. Chris Crocker seconded. Motion carried.

Next Policy Council Meeting – Tuesday, September 22nd, 2026 – 6:00 p.m.

Chris Crocker motioned to adjourn at 7:06p.m. Lindsey Shriver seconded. Motion carried.