HS/EHS POLICY COUNCIL MEETING

September 22nd, 2026

P.C. Members present: Jorie Trueblood

P.C. Members present via Zoom: Chris Crocker, Eden Hinrichs, Amy Nentl, and Paris Brown.

Staff present: Chad Jensen, CEO, Tonya Weber, HS/EHS Director, Shannon Anthofer, CFO, and Kara Montgomery, HS/EHS Office Coordinator

Jorie Trueblood called the meeting to order at 6:11 p.m.

Roll Call

Financial Reports

Tonya reviewed the following financial reports with the Policy Council:

1) CH Grant – August 2026
2) All credit/charge card activity for August 2026
3) WH Grant – Supplemental Funds Waukee

There was a general discussion of various line items. The program is 75% through the program year and 65.38% expended. Non-federal is at 59%. Tonya explained the breakdown of the financial summaries to the Policy Council. Tonya explained the non-federal share and the current non-federal share recorded by the program. It was explained to the Policy Council that the program will need to do a non-federal share waiver for year 4 of the 5-year grant. Tonya summarized the Waukee Supplemental Funds. This grant is almost 100% expended. This grant has a no cost extension that is in process. No action was taken due to lack of quorum.

Policy Council Minutes

August 25th, 2026, minutes were reviewed. No action was taken due to lack of quorum.

Program Report

Tonya summarized the following items on the August 2026 Program Report:

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

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Health & Safety Classroom/Playground

Tonya reviewed the health & safety report to the Policy Council. Chris shared an update regarding the Audubon playground.

NOI Board Minutes

Reviewed Board Minutes from August 27th,2026 meeting.

School Readiness

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

- Social - Emotional
- Physical

- Language
- Cognitive
- Literacy
- Mathematics

IM/PI Alerts
ACF-OHS-IM-26-01

Nutrition Grant Application
Tonya explained that the program submitted a Nutrition Grant Application and the program has been awarded this grant.

HS/EHS Policies & Procedures
Tonya explained the changes the program has made to the following policies to the Policy Council.

Health
- Policy 205 – Admission and Exclusion
- Policy 229 – Emergency Action Plan

Nutrition
- Policy 602 – CACFP Meals for Children 1-18 years Iowa Child and Adult Care Food Program

No action was taken due to lack of quorum.

2025-2026 Program Information Report (PIR)
Tonya presented the Head Start & Early Head Start PIR.

Next Policy Council Meeting – Tuesday, October 27th, 2026 – 6:00 p.m.

Jorie Trueblood called adjournment at 6:43 p.m.