Early Childhood Iowa Area Board
Serving Adair, Dallas, Madison and Warren County

Sports Page
Hwy 92
Winterset
July 21, 2011
Board Minutes

Attendance
Board member present: John Jakes, Shirley McAdon, Cynthia Moffitt, Kendalyn Huff, Joel Hoger, Mike Cass, Joyce Kooker, Dr. Amy Kimball, and Bob Ockerman,

Board members absent: Ann Bass, Susie Olesen, Bob Weeks, and Darci Alt.

Others present: Connie Jackson, Carolyn Myer, Myra Willms, Val Cameron, Deb Hall, Nancy Krause, Craig Hertel, Jovanka Westbrook, Janice Jensen, Sue Renfrow, Sara Anker, and Debra Schrader.

Call to order
Chairperson Ockerman called the meeting to order at 6:30 p.m. Introductions were made.

Distinction of Quorum
Board membership consists of 13 members, with 13 positions filled; and 9 board members were present at the beginning of the meeting representing quorum.

Open forum
No public input was provided.

Agenda *(action)*
Board member Cass moved to approve the agenda with adding discussion of electronic meetings. Board member Jakes seconded. Motion carried unanimously.

Minutes *(action)*
Board member Huff moved to approve the minutes. Board member McAdon seconded. Motion carried unanimously.

Payment Vouchers *(action)*
The finance committee reviewed the budgets and payment vouchers prior to the meeting.
Board member Moffitt moved to approve the payment voucher as follows, Debra Schrader for $3,019.30. Board member McAdon seconded. Motion carried unanimously. All FY2011 expenditures have been submitted and there will be $3,315.90 carried over.

Early Childhood Committees
No committees have met since the last board meeting.
Schedules of FY2012 Early Childhood Committee meetings are as follows:
Adair County Early Childhood Committee –Next meeting is September 8th at 5:00 at the Orient Macksburg School.
Dallas County Early Childhood Committee –Next meeting is August 10th at 1:00 at the Dallas County Board of Supervisors room.
Warren County Early Childhood Committee –Next meeting is September 7th at 10:00 at the Wells Fargo building in Indianola.
Madison County Early Childhood Committee –A planning meeting is set for August 9th at 7:00 at the First Baptist Church in Winterset.

Board Processes Committee
The committee has not met since the last board meeting.

Program and Service Committee
The committee has not met since the last board meeting.

Preschool Enhancement Project *(action)*
Craig Hertel announced that Val Cameron has been hired as the preschool coordinator for Dallas, Madison, and Warren County. Deb Hall will continue to coordinate preschool services for Adair County. Information was provided as to challenges getting tuition scholarship information to preschools and families due to the short timeline. Challenges regarding the 4 R Kids ECI Area Board preschool scholarship tuition policy was discussed. It was reported there are challenges with requiring preschools that serve 3 year old to provide 10 hours instruction and that several preschools do not offer that amount of instruction, it was also questioned as whether it is developmentally appropriate. Tuition costs associated with 3 year old programs was also concern. Val updated the board regarding the possibility of implementing the Department of Education's GOLD assessment tool to measure progress of preschool students. Val noted she has approximately 50 preschool applications from Dallas County. Information has been sent out to approximately 60 preschools regarding the preschool scholarship requirements.

Preschool policy amendments
After much discussion the following amendments to the preschool tuition scholarship policy were made.
Board member Jakes moved that preschools that provide 4 year old programming are required to offer at a minimum of 10 hours of instruction per week. Board member Kimball seconded. Motion carried unanimously. Board members Moffitt and Hoger abstained.
Board member Jakes moved that 4 year old children are a first priority for scholarships until August 31 and then if there are sufficient funds on September 1, 3 year old children will have second priority, additionally all scholarships are on a first come first serve basis. Board member Kimball seconded. Motion carried unanimously. Board member Moffitt and Hoger abstained.
Board member Jakes moved to allow preschools that offer 3 year old programming to charge up to $3.75 per hour up to a maximum of $150 per month, and that there are no minimum hours of instruction required for 3 year olds. Board member Cass seconded. Motion carried unanimously. Board member Moffitt and Hoger abstained.

It was also consensus of the board that it is up to the discretion of the preschool enhancement project to make determinations regarding extenuating circumstances. It was also consensus of the board in the event there is an appeal regarding a parent denied a preschool scholarship that appeals will be brought to the board.
The amended preschool policy is attached to these minutes.

Additional Preschool Funding *(action)*
The 4 R Kids ECI Area board will receive an additional $82,767. A meeting with Dallas County Extension was held to discuss the additional funding and additional programming efforts. It was noted that due to the additional funding it will require additional coordination time as well. It was recommended that $12,000 be utilized for dental and lead screenings, and the remainder used for preschool tuition scholarships. Board member Jakes moved to allocated $9,892 for coordination, $12,000 for dental and lead screenings, and $60,875 for preschool tuition scholarships. Board member Moffitt seconded. Motion carried unanimously. Board member Moffitt and Hoger abstained.

Red Rock Community Action Employees Handbook *(action)*
Director Schrader provided the board with a copy of Red Rock Community Action Employee handbook. The executive director position is considered an employee of Red Rock and adoption of the handbook is required by the board. Board member Huff moved to approve the adoption of the employee handbook. Board member Cass seconded. Motion carried unanimously.

Income Verification Policy *(action)*
The board reviewed the income verification policy for long term and intensive home visitation programs that was approved April 21, 2011. A collaborative letter from Adair County ISU Extension, Partners in Family Development, Lutheran Services of Iowa, and Family Directions requested the Board to reconsider requiring income verification as it is a barrier to participation, it takes energy away form program delivery, that documentation implies that the data being self-reported is incorrect, and concern for collection and maintenance of highly sensitive documentation. Board members also reviewed information from ECI regarding a self declaration that is recommended to be utilized and that it is not the state ECI intent to collect income verification. Board member Huff amended the requirement for income verification and to have family support programs utilize the state self declaration document. Board member Hoger seconded. Motion carried unanimously.

FY2012 Board Meeting Dates
A meeting calendar for FY2012 board meetings was discussed and County location changes were made. Each respective county board member's will be responsible for arranging the location in their respective county.

Day	Time	Date	County	Location
Thursday	6:30 P.M.	July 21, 2011	Madison County	Sports Page
Thursday	6:30 P.M.	August 18, 2011	Dallas County	Adel Library
Thursday	6:30 P.M.	September 15, 2011	Warren County	TBD

Thursday	6:30 P.M.	October 20, 2011	Adair County	Greenfield Library
Thursday	6:30 P.M.	November 17, 2011	Madison County	Sports Page
Thursday	6:30 P.M.	December 15, 2011	Dallas County	T BD
Thursday	6:30 P.M.	January 19, 2012	Warren County	TBD
Thursday	6:30 P.M.	February 16, 2012	Adair County	TBD
Thursday	6:30 P.M.	March 15, 2012	Madison County	Sports Page
Thursday	6:30 P.M.	April 19, 2012	Dallas County	TBD
Thursday	6:30 P.M.	May 17, 2012	Warren County	TBD
Thursday	6:30 P.M.	June 21, 2012	Adair County	TBD

Board Professional Development/ECI 101
The board reviewed state tool SS -Quarterly Financial Reporting and state tool TT – Funding Process for ECI Area Boards. It was noted that if t the quarterly financial reporting requirements are not met, that quarterly ECI funding will be delayed. Director Schrader also reminded the board of the free Webinars regarding open meetings laws, working with the media, and knowing your rights offered through Iowa Newspaper Association. Board member McAdon will be participating in some of the webinars and will provide the professional development to the board at the next meeting.

Administrative Update
Executive director Schrader disseminated to the board an administrative update as well as a current itemized budget and expenditures. She reported that all the contracts have been issued along with reporting requirements and expenditure requirements. She is also working on a program monitoring process to conduct program reviews programmatically and fiscally. Also provided was a funding comparison from FY2011 to FY2012, it was noted that the state seen an overall decrease of 10.55% and that the 4 R Kids ECI Area received an over decrease of 22.6%, with the majority of the decrease in the preschool support and quality improvement categories.

Electronic conferencing
Telephone conferencing for board meetings was discussed. Director Schrader provided information regarding a free service called FreeConferenceCall.com. She has registered for a phone number and has tested the system through a land line and it appears to work well. The downside to the free service is it will cost the participant to utilize the system as it is not an 800 number and not a free call; so long distance charges will apply to all users. It was consensus of the board to not have telephone conferencing as an option for board meetings at this time.

Adjourn *(action)*
Board member Moffitt moved to adjourn the meeting at 8:15. Board member Huff seconded. Motion carried unanimously. The next meeting will be August 18th at 6:30 at the Adel Library

Respectfully submitted by Debra Schrader, Executive Director

Item	Recommendations for Preschool Tuition Assistance Criteria
Preschool application Should there be a universal preschool application for the new service area	A universal preschool tuition assistance application will be developed by the contractor, application to include but not limited to the following: • County • Mailing addresses and physical address • Ethnicity • Foster child data (look at Warren) • Has the child attended preschool in the past • Has the child attended a voluntary preschool in the past • Other assistance the family participates in (i.e. housing, FIP, WIC etc) • Attendance policy – 90% is an expectation
Quality What quality measure(s) will be required in order to receive preschool tuition assistance	A menu of quality measures menu is as follows QPPS, QRS, NAEYC, ECERS, Head Start, NAFCC (i.e. timelines will be required) It is important to note that verification is a critical component for quality, however capacity for verification may be limited
Priority by Age What is the priority age for preschool tuition assistance	The following priorities are for preschool tuition assistance: 1st priority = 4 year olds by September 15 2nd priority = 3 year olds by September 15 3rd priority = 5 year olds by September 15 *Priority enrollment will be given to 4 year olds that apply by August 31 Important enrollment dates: Applications will be accepted for 3 year olds but will only be funded if there are sufficient funds; 3 year olds will be processed September 1
Income verification and practices What income verification should be required (i.e. tax returns, pay stubs, WIC eligible, etc)	Income verification is as follows 1st priority income verification is a Federal tax return; 2nd priority of income verification is other government agency verification (i.e. WIC, food assistance, FIP, Hawk-I, Title 19)
Service area What is the policy when a child attends a preschool outside of the service area, as well as when an out of area child attends a preschool in the service area	Children and preschools that reside in the service area are 1st priority If the ECI area is not at capacity of funds or there are compelling reasons to have a child attend a preschool outside the service area it may be considered. Additionally, if a preschool is utilized outside the service area, quality standards apply. It is up to the discretion of the preschool enhancement project to make determinations regarding extenuating circumstances.
Provider hours of operation What are the required number of hours offered by a preschool in order to receive preschool tuition assistance	Preschools that provide 4 year old programming are required to offer at a minimum of 10 hours of instruction per week Preschools that provide 3 year old programming have no required minimum hours of instruction per week
Hours per family What is the number of hours per student is eligible for (i.e. 1/2 day, full day etc)	A ½ day is the maximum amount allowed for preschool tuition assistance
Sliding Fee What is the sliding fee scale for families to adhere to	A sliding fee scale is required Federal poverty guidelines shall be utilized and with the following sliding fee schedule 90%, 80%, 70%, and 60% respectively (example – a family of 4 making up to $34,817 annually will receive 90% tuition assistance)
Caps What is the cap for tuition assistance	Preschools that offer 4 year old programming shall have a cap for tuition assistance of $150 (per month) maximum Preschools that offer 3 year old programming may charge up to $3.75 per hour up to a cap of $150 per month (per month) maximum
Use of other government funded programs What will the policy be in regards to Head Start, Shared Visions, and State Wide Voluntary Preschool or other government funded programs	Priority is to fill state and federal funded slots first (i.e. Head Start, Shared Visions, Statewide Voluntary Preschool Program) as defined in state tool CC(A), only considering other options when compelling circumstances warrant.