

Iowa Head Start Association BOARD MEETING  
**March 15, 2023**

Members Present: Julie Lang, Sharon Burke, Alyssa Caldbeck, Meghan Judisch, Matthew LeClere, Cindy Davis, Taylor Lynch, Kim Puetz, Danni Segebart, Denise Tapscott

Ad Hoc Members Present: Lori Ferris, Monica Garner

Guests: None

Members Absent: Gina Randall, Dr. Robert Welch,

Public Forum: No one in attendance

The meeting was called to order at 9:02 a.m. by Julie Lang. The mission read by Taylor Lynch. Introductions were made and Danni Segebart was welcomed as a new member on the Board.

Agenda Items	Agenda Item	Discussion/Action Taken/Task Assignment
Approval of Agenda		Cindy Davis moved to approve the agenda. Kim Puetz seconded it. Motion carried.
Approval of Minutes		Cindy Davis moved to approve January minutes. Sharon Burke seconded. Motion carried.
Treasurer's Report	Fiscal Report  Bills	Matthew LeClere reviewed the fiscal reports. Matthew LeClere moved to accept the fiscal report. Meghan Judisch seconded. Motion carried.  No bills due at this time.
Strategic Plan		The Strategic Plan was reviewed. It was discussed to move it to a 5-year plan when we meet in-person at the July Board Meeting.
Committee Reports	Education Committee   Awards  Marketing	Discussing with Lori Ferris on some responsibilities to transition from the committee to the Executive Director. Monica Garner recommended that committee chair be elected to create committee agendas, lead the meetings, and record minutes. Monica reported on past and upcoming PD events. May need to move the Equity training to a virtual event. Conscious Discipline participants are requesting on-going Community of Practice meetings. Planning a Book Study for the summer. Monica also discussed the annual PD needs survey and recommends moving it earlier in the year going forward and the need for broader member distribution. Lori Ferris is working to update and increase the email distribution list.  See Old Business. Awards have been submitted to Region 7. See further discussion below. Exploring a future Head Start Day-on-the-Hill, developing a New Director's basket or gift, discussed recruitment for new Board members, increasing the email distribution lists for newsletters, Sandbox submission on intro of new IHSA Executive Director and vision, developing a new logo design, and encouraging promotion of new Facebook page.

	Statewide committee representation	Monica gave an update. She discussed that there are still unknowns related to the changes with the realignment of governmental agencies. ECI having major internal changes.
Old Business	<p>2023 Awards-Children's Champion</p> <p>T-Shirt update</p> <p>IAEYC Fall Institute</p> <p>ICAA Advocacy Services Contract/Legislative agenda</p>	<p>It was moved to name Shanell Wagler, former ECI Director, as Iowa's Children's Champion award winner by Cindy Davis. Meghan Judish seconded it. The motion carried. Lori Ferris will gather the necessary paperwork to submit to Regional Office. Discussion was also held on the amount of money to be awarded to our IHSA scholarship recipients. We had two applicants this year. It was moved to award \$700 to each recipient this year and as a set amount moving forward by Cindy Davis. Mathew LeClere seconded it. The motion carried. Monica Garner reported on the t-shirt sale. There was an issue regarding agencies that requested tax exemption status and fundraising capacity. Invoices will be sent to those agencies to recover the fundraising profits. Positive feedback was reported on the quality of items and the professional attire options that were available. EHS items were requested for future sales. Monica Garner recommended looking for a new vendor for future sales. The event will be moving back to Prairie Meadows for the fall institute on Oct. 6<sup>th</sup>-7<sup>th</sup>. IHSA has not been asked to sponsor a pre-institute session. Discussion was held on whether to support the fall institute and continue to hold our annual meeting in collaboration with this event or to pursue our own conference. It was decided to pair our annual meeting with a Head Start staff networking and Family Engagement event to be held tentatively on November 3<sup>rd</sup>. The theme Past, Present, and Future was suggested by Alyssa Caldwell. The Education Committee and Conference Workgroup will continue to plan and develop this event. Lori Ferris will research location options.</p> <p>It was moved to approve the current contract by Cindy Davis. Sharon Burke seconded it. The motion carried. However, discussion was held on including in future contracts the desire for additional discussion and accessibility during the legislative session to provide input into bills that are proposed during the session.</p>
New Business	<p>Executive Director Report -</p> <ul style="list-style-type: none"> <li>● Fiscal responsibilities</li> <li>● Website/Domain update</li> </ul>	<p>We welcomed Lori Ferris in her new role as Executive Director. Lori began her duties on February 20, 2023.</p> <p>IAEYC would like to end their contract as the Fiscal agent for the IHSA. Lori Ferris has the skills and experience to assume these responsibilities for an additional \$300 per month. A motion to move the fiscal responsibilities from IAEYC to Lori Ferris, the IHSA Executive Director, with the mailing address of PO Box, Altoona, Iowa 50009, effective March 15, 2023, was made by Sharon Burke. Meghan Judisch seconded it. The motion carried. Lori Ferris will work on updating the job description and contract to include the fiscal responsibilities and will also align the contract to the fiscal year which runs Oct. 1<sup>st</sup>-Sept. 30<sup>th</sup>.</p> <p>Lori Ferris informed the board on website updates she has researched with three new web developers with three price quotes to improve member benefits and present a more professional image. After discussion, it was moved by Denise Tapscott to enter a contract</p>

	<ul style="list-style-type: none"> <li>• Logo</li> <li>• Sponsorship Opportunities</li> <li>• R7HSA June Conference</li> </ul> <p>In-Person IHSA Meetings</p> <p>Annual Meeting Date</p>	<p>with BlueRock to design a new IHSA website and to move it from a .com to a .org domain. Taylor Lynch seconded it. The motion carried.</p> <p>Lori Ferris shared samples of new IHSA logos and suggestions made by the Marketing Committee. Lori Ferris will continue to work on the final design and present it at the May meeting or before.</p> <p>Lori Ferris discussed sponsorship opportunities she has researched and promotion materials for Gold, Silver, and Bronze levels with the Board. Lori will continue to develop and revisit at the May meeting.</p> <p>It was moved by Matthew LeClere to approve Lori Ferris to attend the R7HSA conference in Kansas City and cover travel and lodging expenses. Meghan Judisch seconded it. The motion carried.</p> <p>Lori Ferris is researching locations to hold our in-person meetings. Lori proposed meeting at the Hilton Garden Inn at a cost of \$25 per person (meal included).</p> <p>It was proposed to move the annual meeting date tentatively to Nov. 3 as part of a Head Start staff and Family Engagement event. See discussion above. It was noted that a September board meeting would need to be added to the calendar if the annual meeting was moved to November.</p>
Partner Reports	<p>ICAA</p> <p>Iowa AEYC</p> <p>HSSCO</p> <p>CDC</p> <p>Region VII HSA</p> <p>NHSA</p> <p>ECI Steering</p>	<p>The Legislature is in session and lobbyists are promoting the Head Start voice. Monica Garner raised concerns regarding proposed bills impacting social/emotional teaching and inclusion. There was also discussion that more regular communication from ICAA is needed.</p> <p>No report</p> <p><a href="#">See Monica Garner's linked report</a></p> <p>No report. Annual report was completed and they are working on meeting their required goals.</p> <p>The Regional Conference will be held June 12<sup>th</sup>-15<sup>th</sup>. MAP training is being offered in May.</p> <p>Our letter of support was submitted on behalf of the Kansas Representative that was seeking nomination as the NHSA secretary.</p> <p>Restructuring is happening following the retirement of Shanell Wagler.. ECI is currently mandated in code in the State Legislature.</p>

	<p>State PBIS</p> <p>Family Support Leadership</p> <p>T &amp; TA</p>	<p>Applications for Program-Wide have closed. Working on implementation of PIDS (Pyramid Intervention Data System) and increased HS representation on Statewide Leadership Team.</p> <p>Statewide Representation discussion under Committee Reports</p> <p>No report. They have limited funding to support IHSA Networkings and travel opportunities moving forward..</p>
Agency Messages	Agency messages	Executive Director Introduction-Sandbox submission and email newsletter Professional Development opportunities.
Next Meeting		May 17 (in person with zoom option), July 19 (in person with zoom option), annual meeting TBD.
<b>Adjourn</b>		Meeting was adjourned at 11:59 a.m.

Submitted by Denise Tapscott, IHSA Secretary, on 3/16/23.