



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

April 13, 2022

PRESENT:

Bailey Peglow	Eveleth-Gilbert/Chairperson
Cassie Adams	Mt. Iron Buhl
Cathy Zelinski	Community Friend
Cherie Averill Manner	AEOA Board Representative
Cody Barth	EHS East Range and Quad II
Crystal Smith	Virginia I
DaNeil Sirjord	Community Representative
Jessica Meyer	Ely
Kaylie Hoover	Hermantown
Stacey Cordle	CHIC EHS & Northern Tier
Tara MacLaughlin	EHS Lake, Hermantown, Proctor
Felicia O’Connell	Family Support Specialist
Charisse Salo	Program Manager
Connie Derickson	Program Manager
EHS HB Educators	EHS
Family Support Staff	Head Start
Ileigh Gorham	Disabilities & Mental Health Manager
Kelly Garrity	EHS Program Manager
Kristine Norberg	Health Manager
Christine DeGroote	Head Start Assistant Director
Tracy Sandnas	Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:

- CHIC EHS & Northern Tier-Absent
- EHS Hibbing & Chisholm-Open
- EHS West Range EHS-Open
- Hermantown-Absent
- Hibbing IV -Absent
- Hibbing EHS Hibbing & Chisholm-Open
- PSHB & EHS Quad 1-Absent
- Two Harbors/Proctor-Open
- Quad I & East Range-Open
- Virginia II-Excused
- Virginia III-Open

The Policy Council meeting was held on April 13, 2022, virtually via Zoom.

- I. **CALL TO ORDER:** Bailey Peglow, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:40 a.m. on Wednesday, April 13, 2022.
- II. **ROLL CALL:** Roll call was taken showing 9 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF February 9, 2022, POLICY COUNCIL MINUTES:** **Cassie Adams moved to accept the February 9, 2022 minutes, supported by Tara MacLaughlin. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Under New Business add (A.) 2023 State Funding Application. **Cassie Adams moved to add 2023 State Funding Application under A. New Business to the agenda, supported by Cody Barth. Motion carried unanimously.**
- V. **CORRESPONDENCE:** None.
- VI. **REPORTS:**
 - A. **DIRECTOR'S REPORT:** Skip reported on the state level that there are 2 bills in process. One is for Early Childhood the other is for Pre-K mixed delivery systems. It would add 10 million to the Head Start funding formula. If passed, it will recapture dollars that have been lost over the last several years. There is also \$10 million for early childhood facilities.

On the Federal side, President Biden has an increase of 1.1 billion for EHS and expansion along with a small cost of living increase. Nationally, Head Start ranks in the lower 10% of wages. Early loan forgiveness is included in the bill.

A reduction or conversion could take place to reduce the number of children served and increase the amount per child. Enrollments have decreased for the past 2 years. Our program has done a reduction twice in the past. If we do a conversion, we will move Head Start funds to Early Head Start and expand our EHS program.

Lastly, Dylan Paulick was selected as a Head Start Hero. His story is included in the report that was sent to all members. **Cassie Adams moved to accept the Director's Report, supported by Cody Barth. Motion carried unanimously.**

B. FINANCIAL REPORT:

Chris presented the financial statements.

SFY 2021 MN HEAD START GRANT: This grant for \$550,918.00 is for the period from July 1, 2021, through June 30, 2022, the Current Period Actual Expenditures are \$36,768.70; the YTD Expenditures are \$350,798.10; YTD Encumbrance is \$0.00; and the Balance is \$200,119.50. Spending of this grant is on target with our planned expenditures and projections.

FY 2021 FEDERAL HEAD START GRANT: This grant for \$2,795,957.00 for the period from April 1, 2021, through March 31, 2022. The Current Period Actual Expenditures are \$583,494.72; the YTD Actual Expenditures are \$2,442,116.25; YTD Encumbrance is \$28,804.37, and the Balance is \$325,036.38. Spending of this grant is on target with our planned expenditures and projections.

FY 2021 FEDERAL EARLY HEAD START GRANT: This grant for \$1,206,357.00 for the period from April 1, 2021, through March 31, 2022. The Current Period Actual Expenditures are \$152,267.52; the YTD Actual Expenditures are \$1,057,433.93; YTD Encumbrance is \$0.00, and the Balance is \$148,923.07. Spending of this grant is on target with our planned expenditures and projections.

CREDIT CARD REPORT: Chris went over the monthly credit card report with members. **Cassie Adams moved to accept the Financial Reports, supported by Tar MacLaughlin. Motion carried unanimously.**

- C. COMMUNITY RELATIONS REPORT:** Jerry presented the recruitment report. Repeater kiddos are re-enrolled. Early Head Start kiddos of age are transitioning into Head Start. Jerry will meet with our Disability and Mental Health Managers to spread out our higher needs' kiddos in the classrooms, so they are not overloaded. A recruiting event was held in Duluth. The event was a success. Jerry explained the layout of his report. He will present the final report at the June meeting for approval. **DaNeil Sirjord moved to accept the Community Relations Reports, supported by Cody Barth. Motion carried unanimously.**

- D. AEOA BOARD MEETING February 16, 2022:** The vaccine mandate is officially in place. The agency is preparing to request any available funding that becomes available due to the state surplus. The bean bag tournament has been cancelled. St. Louis County sent their appreciation for our partnership in Covid testing in the AEOA parking lot . The annual agency audit was completed. HR is working on staffing and onboarding to accommodate the agency's current open positions. Transit and the Covid Relief funds were audited. No findings were found. **DaNeil Sirjord moved to table the AEOA Board of Director's report until the next meeting supported by Cody Barth. Motion carried unanimously.**

VII. OLD BUSINESS:

- A. **FY2022 CARRYOVER/VEHICLE PURCHASE:** The carryover/Vehicle Purchase has been approved by Region V. The Vehicles will be built sometime this fall.
- B. **SCHOOL READINESS REPORTS:** Kelly Garrity reported that we are gathering COR scores and they will be reported on at our next meeting.
- C. **PARENT FAMILY COMMUNITY ENGAGEMENT:** Kelly Garrity reported that next week, conferences will begin in the classrooms and during home visits. They will be completed by May 6, 2022. Our end of the year Parent Survey will go out soon. Please be sure to fill it out. The signage T.V. outside the Virginia Head Start office at the agency will be getting an update with new material. We are encouraging our members and parents to write a short story on what Head Start means to you. Members and parents can email their short story to Chris at chris.degroote@aeoa.org and she will have it added to our signage T.V. First name and last name initial will be displayed with your short story.

VIII. NEW BUSINESS

- A. **STATE FUNDING APPLICATION:** Chris reported that the state funding application has been submitted FY22-23. She shared the budget with members. We had another decrease in funding. **Cassie Adams moved to approve the State Funding Application supported by DaNeil Sirjord. Motion carried unanimously.**
- B. **NEW HIRES:** Charisse Salo and Connie Derickson presented the following:

New Hire	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Jennifer Blix Proctor Teacher	Cody Barth	Cassie Adams	Approved
Lakotah Haapala Chisholm Classroom Assistant	Cody Barth	DaNeil Sirjord	Approved
Elaine Ronan-Carlson Virginia 2 Teacher Assistant	Cody Barth	DaNeil Sirjord	Approved
Emily Checco Virginia 3 Part time Classroom Assistant	Cody Barth	Tara MacLaughlin	Approved
Brittany Laitala Virginia 2 Part Time Classroom Assistant	Cassie Adams	Cody Barth	Approved
Heather Marsyla Mt Iron Buhl Classroom Assistant	Cassie Adams	Cody Barth	Approved

Luke Sinnott Virginia 1 Classroom Assistant	Cody Barth	DaNeil Sirjord	Approved
Lisa Youngren Virginia 1 Classroom Assistant	Cody Barth	DaNeil Sirjord	Approved
Vanessa Roxberg Virginia 2 Teacher	Cody Barth	DaNeil Sirjord	Approved

- C. POLICIES AND PROCEDURES APPROVALS:** Chris DeGroot and Jerry Crittenden presented the following for members to approve.
Full Policies can be read at www.aeo.org

Policy	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Child Guidance/Classroom Management/Conflict Resolution	Cody Barth	DaNeil Sirjord	Approved
Child Mental Health & Social & Emotional Well-Being	DaNeil Sirjord	Cody Barth	Approved
Classroom Substitute Policy	DaNeil Sirjord	Cassie Adams	Approved
Services for Children w/Disabilities	Cody Barth	DaNeil Sirjord	Approved
Services for Parents of Children w/Disabilities	Cody Barth	DaNeil Sirjord	Approved
Staff Wellness	Cody Barth	Tara MacLaughlin	Approved
Classroom Celebrations	Cody Barth	DaNeil Sirjord	Approved
Disability Services-Coordination & Collaboration	Cody Barth	Tara MacLaughlin	Approved
Separation from the Group	Cody Barth	Tara MacLaughlin	Approved
Services for Children & Families Whose Primary Language is other than English	Cody Barth	Tara MacLaughlin	Approved
Suspension & Expulsion	Cody Barth	DaNeil Sirjord	Approved
Recruitment Policy	Cassie Adams	Cody Barth	Approved
Family Partnership Services Policy	Cassie Adams	DaNeil Sirjord	Approved
Community Partnerships & Coordination Policy	Cody Barth	DaNeil Sirjord	Approved

- D. COST OF LIVING ADJUSTMENT (COLA):** Chris presented recommendation for this year's COLA. The Office of Head Start is providing a 2.28% COLA. The board is recommending a larger COLA due to staff shortage, employee retention and inflation. The recommended COLA is 6.95%. **Cody Barth moved to approve the 6.95% COLA supported by Tara MacLaughlin. Motion carried unanimously.**
- E. PARENT ACTIVITY FUND:** Each year we set aside \$25 for each classroom and home visitor to do a special project. A discussion was held, and the Policy Council members suggested "Under the Sea" as this year's theme. **Cody Barth moved to approve "Under the Sea" as this year's theme supported by Tara MacLaughlin. Motion carried unanimously.**

- F. **FOCUS AREA 2 (FA2) REVIEW APRIL 25-29, 2022.** We are getting ready for our full week of our Federal Review. Part of the review will include the Board and Policy Council together as our Governance Board. We will need members from both to participate in the interview. We have been preparing our documentation. It will be a hybrid review. We will need a couple of parents to join in a casual interview. Skip will contact those members. The Governance Section will be on Monday, April 25, 2022.
- G. **POLICY COUNCIL MEETING SCHEDULE:** Next meeting Wednesday, June 8, 2022. In person and virtual.
- IX. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Bailey Peglow shared that our Eveleth-Gilbert classroom hasn't had school for 4 weeks and it's been difficult. We have 2 teaching staff that our currently out for medical reasons. We are only able to do virtual currently.
- X. **MISCELLANEOUS DISCUSSION:** A discussion was held on the staff shortage in our program and why staff have left the program. Cassie Adams asked about the mask mandate. At this time, it will not be lifted. Kristine Norberg reported that AEOA has approved the 5 and 5 CDC Protocol for Covid Symptoms. We will follow MN Department of Health Covid Isolation and Quarantine Guides for Schools Childcare and Youth Programming. Kris will send the new guidelines out. **Cassie Adams moved to approve the 5 and 5 CDC Protocol for Covid Symptoms, supported by Cody Barth. Motion carried unanimously.**
- XI. **ADJOURNMENT:** **Cassie Adams moved to adjourn the meeting, supported by Cody Barth. Motion carried unanimously.** The meeting was adjourned at 11:38 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Christine Degroote, Head Start Assistant Director