



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

April 4, 2018

PRESENT:

Angela Walker	East Range EHS HB
Diane Taylor	Policy Council Representative to the Board/Hibbing III
Doris Wehrenberg	Chairperson/Hibbing IV
Kali Hoover	HAP II
Kirsten Klang	PSHB
Kristy Johnson	Virginia I
Sarah Koski	Hibbing II
Amy Richter	Disabilities and Mental Health Manager
Barb Fedora	Program Manager
Christine DeGroot	Program Manager
Connie Derickson	Program Manager
Kelly Hill	EHS Program Manager
Kristine Norberg	Family Services Manager
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

Babbitt-Open
Cathy Zelinski- Carry Over Parent-Excused
Cherie Averill Manner - AEOA Representative to the Board-Excused
CHIC EHS Northern Tier EHS HB-Absent
Chisholm I-Excused
Chisholm II-Absent
Ely-Open
Eveleth-Gilbert-Excused
HAP I - Open
Hermantown-Lake Cty EHS HB-Absent
Hibbing I -Open
Hibbing IV -Open
Hibbing EHS HB & West Range HB-Absent
Mesabi East-Open
Mt. Iron Buhl-Absent
Quad I & II-Absent
Two Harbors - Open

Virginia II-Excused
Virginia III-Absent

The Policy Council meeting was held on April 4, 2018 at AEOA in Conference rooms 2 & 3, Virginia, Minnesota.

- I. **CALL TO ORDER:** Doris Wehrenberg, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:36 a.m. on Wednesday, April 4, 2018.
- II. **ROLL CALL:** Roll call was taken showing 6 members present. A quorum was not established. Policy Council bylaws state in 2.1(g), When a quorum is not established for a scheduled meeting, a Policy Council member may make a motion to conduct an official meeting with those members present so important business can be done. The motion must receive a second and passed unanimously by those in attendance. If approved, the meeting shall be deemed official. Decisions and rulings shall stand. If the motion lacks a second or is not passed unanimously, then an official meeting will not take place and no decisions will be made. **Kristy Johnson moved to conduct an official meeting, supported by Angela Walker. Motion carried unanimously.**
- III. **CORRECTION/APPROVAL OF February 14, 2018 POLICY COUNCIL MINUTES:** None. **Kali Hoover moved to approve the February 14, 2018 Policy Council Minutes as written, supported by Kristy Johnson. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Under New Business add B. Policies and Procedures. **Angela Walker moved to add Policies and Procedures under New Business supported by Kirsten Klang. Motion carried unanimously.**

Diane Taylor arrived at 9:45 a.m. A quorum was established.
- V. **CORRESPONDENCE:** Skip passed around a thank you from for the Parent Activity Fund Project.
- VI. **REPORTS:**
- VII. **DIRECTOR'S REPORT:** Norman "Skip" Ferris III reported that the FY 2018 Federal budget was passed and signed by the President. Head Start received a 2.2% Cost of Living Adjustment. \$260 million was awarded to turn part-day classrooms into full-day 1020-hour classrooms. This funding has put the goal of all Head Start Center-based classrooms by August 1, 2021 at 1020 hours back on track. Additional dollars are included for Head Start and Early Childhood expansions. We currently received notice

for ½ our funding for FY 2018, but expect notice of full funding soon with the passing of the FY 2018 budget.

On the state side, the Governor's budget includes funding for Voluntary Pre-K (VPK), Pathway Scholarships for infants and toddlers in a Center-based setting, Help Me Grow, Child Care Assistance, working family tax credits for adults 20-24 years of age, and additional funding for Head Start Background Studies.

Skip is continuing to work with Proctor in a new partnership for this fall. Hermantown is looking at moving all early Childhood Programs to the new YMCA being built on the Hermantown Campus when completed. Barb Fedora, Program Manager, is a member of the planning committee.

Skip will be interviewing for the Health Manager position next Monday. **Diane Taylor moved to accept the Director's Report, supported by Angela Walker. Motion carried unanimously.**

VIII. FINANCIAL REPORT:

Skip presented the financial statements.

SFY 2017 MN HEAD START GRANT: This grant for \$626,908.00 is for the period from July 1, 2017, through June 30, 2018, the Current Period Actual Expenditures are \$147,691.41; the YTD Expenditures are \$475,982.36; YTD Encumbrance is \$0.00; and the Balance is \$150,925.64. Spending of this grant is on target with our planned expenditures and projections.

FY 2017 FEDERAL PRESCHOOL HEAD START GRANT: This grant in the amount of \$2,664,971.00 is for the period from April 1, 2017, through March 31, 2018. The Current Period Actual Expenditures are \$583,555.41; the YTD Actual Expenditures are \$2,567,064.73; the YTD Encumbrance is \$59,951.34; and the Balance is \$37,954.93. Spending of this grant is on target with our planned expenditures and projections.

FY 2017 FEDERAL EARLY HEAD START GRANT: This grant in the amount of \$1,083,770.00 is for the period from April 1, 2017, through March 31, 2018. The Current Period Actual Expenditures are \$231,479.28; the YTD Actual Expenditures are \$973,495.83; YTD Encumbrance is \$9336.60 and the Balance is \$100,937.57. Spending of this grant is on target with our planned expenditures and projections.

CREDIT CARD REPORT: Skip went over the monthly credit card report with members. **Diane Taylor moved to accept the Financial Reports, supported by Angela Walker. Motion carried unanimously.**

COMMUNITY RELATIONS MANAGER REPORT: Skip presented the enrollment report. We are funded for 407 and have 391 enrolled. We are at the 97% mark. **Diane Taylor moved to accept the Community Relations Manager's report supported by Angela Walker, Motion carried unanimously.**

- IX. **AEOA BOARD MEETING February 21, 2018:** Diane Taylor reported that the new AEOA Community Car Care is open on 8th Street by F & D Meats. This program will provide lower cost car repairs for low-income people. Individuals must be referred to the garage to receive the reduced costs. Kootasca has ended their agreement for a shared Executive Director. They will soon be ending the agreement for AEOA fiscal services. However, they will continue to partner with AEOA to serve people through weatherization. The steam heat system in Virginia is going to be replaced due to increasing costs and age of the system. Home owners and businesses will be responsible for paying for their own systems. AEOA is seeking funding resources for low income residents to help them with this process. Head Starts resolutions were passed by the board. **Diane Taylor moved to accept the AEOA Board of Director's report supported by Angela Walker.**

X. **OLD BUSINESS:**

- A. **PROGRAM SELF ASSESSMENT:** Skip informed members that we are currently working on these assessments. A couple of parent's will be asked to sit in with us for their input. Skip encouraged members to fill out upcoming surveys. This helps us with our process.
- B. **FY 2018 FUNDING APPLICATION UPDATE:** Skip reported that the funding application was approved along with our reduction request. We are in year 5 of our 5-year grant cycle.
- C. **PARENT ACTIVITY FUND:** Ongoing.

Sarah Koski Arrived at the meeting at 10:30.

- D. **SCHOOL READINESS:** Barb Fedora presented the HighScope curriculum. It is an active learning process that includes social emotional learning skills. Teachers plan activities according to each child's interests and needs. All classrooms have a consistent daily routine. Learning Centers are strategically set up in each

classroom. Teachers and children are always partners in play. A video was presented to members from HighScope.

Christine DeGroot shared the assessment tools through the COR which goes hand in hand with the HighScope curriculum. We do ongoing observations for our children. All staff are trained and certified so all observations are consistent. Data is entered in the COR online. Reports that come from the COR are shared with parents at home visits and conferences. Planning within the classroom is also based on the reports. This helps staff training and coaching needs. The data is used 3 times per year.

Connie Derickson presented the PQA tool that is used. This tool monitors how the Teacher implements the High Scope curriculum, which includes parent involvement, classroom interaction and other services that need to be monitored for quality services.

- A. **PARENT FAMILY COMMUNITY ENGAGEMENT:** Kristine Norberg encouraged parents to give their input on the upcoming surveys.

XI. NEW BUSINESS:

- A. **NEW EMPLOYEE RECOMMENDATIONS:** Skip recommended Amy Richter for the Disabilities and Mental Health Manager. **Angela Walker moved to accept Amy Richter for the Disabilities and Mental Health Manager supported by Diane Taylor. Motion carried unanimously.**

Skip recommended Kristina Howell for the Chisholm I Teacher. **Kristy Johnson moved to accept Kristina Howell for the Chisholm I Teacher supported by Angela Walker. Motion carried unanimously.**

Skip recommended Jonathan Ritchie for the Mesabi East Classroom Assistant. **Kristy Johnson moved to accept the Jonathan Ritchie for the Classroom Assistant position at Mesabi East supported by Sarah Koski. Motion carried unanimously.**

- B. **POLICIES/PROCEDURES:** Kelly Hill and Christine DeGroot presented the following Policies & Procedures to members:

The updated Policies can be located on our website at: www.aeoa.org under Head Start.

Policy	Motion to Accept	Motion Supported by:	Final
Child Abuse & Neglect	Diane Taylor	Angela Walker	Approved
Postpartum Depression Screening	Kristy Johnson	Angela Walker	Approved
Suspension & Expulsion	Kaylie Hoover	Diane Taylor	Approved

- C. **SFY 2019 FUNDING-** Skip informed members that the State Grant Application and the COLA Application will be here soon. A meeting may need to be scheduled to discuss the grant depending on when the grant is due. It most likely will be due before the next Policy Council meeting. He will use the Grant Committee and Executive Committee if needed.
 - D. **LICENSE AND MONITORING VISITS:** DHS is making unannounced visits at the Head Start Hermantown and Two Harbors classrooms this month. Skip will inform members of the outcome.
 - E. **POLICY COUNCIL ATTENDANCE:** Several members have missed 3-4 meetings since the beginning of this year. Policy Council By-Laws allow replacing these members. Skip will contact the sites that need new representatives. **Angela Walker moved to relieve members missing 3-4 meetings of their duties as a Policy Council Representative, supported by Kayli Hoover. Motion carried unanimously.**
 - F. **POLICY COUNCIL RECOGNITION AUGUST 8, 2018:** Skip asked members to be thinking about what kind of meal they would like served for this occasion. This is a time for the program to recognize the members of the Policy Council for their time.
 - G. **POLICY COUNCIL MEETING SCHEDULE:** Next meeting 6/13/18 at AEOA in conference rooms 2 & 3.
 - H. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.
- XII. **MISCELLANEOUS DISCUSSION:** None.
- XIII. **ADJOURNMENT:** **Angela Walker moved to adjourn the meeting, supported by Kayli Hoover. Motion carried unanimously.** The meeting was adjourned at 11:57 p.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Norman E. "Skip" Ferris III, Director Arrowhead Head Start