



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

April 5, 2017

PRESENT:

Ami Keene	Mesabi East
Cassandra Weber	Chairperson & Mt. Iron Buhl
Cathy Zelinski	Policy Council Representative to the Board
Charlotte Hill	Eveleth-Gilbert
Cherie Avirill Manner	AEOA Representative to the Board
Courtney Logan	Virginia Toddler Center
Diane Taylor	Hibbing III
Doris Wehrenberg	CHIC EHS-Northern Tier EHS
Kristy Johnson	Virginia I
Ruthie Gornik	Carry Over Parent
Jerry Crittenden	Community Relations Manager
Tracie Wilcox	Health Professional
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

Babbitt-Absent
Chisholm I-Excused
Chisholm II-Absent
Ely-Open
HAP I - Excused
HAP II-Absent
Hermantown-Lake Cty EHS HB-Excused
Hibbing EHS HB & West Range HB-Open
Hibbing I -Open
Hibbing II-Absent
Hibbing IV -Absent
Julie Louks Carry Over Parent-Excused
PSHB I & East Range EHS-Open
PSHB I and PSHB II-Absent
PSHB-Hibbing Sites-Absent
Quad I & II-Absent
Two Harbors - Open

Virginia II-Absent
Virginia III Center-Absent

The Policy Council meeting was held on February 8, 2017 at AEOA in Conference rooms 2 & 3, Virginia, Minnesota.

- I. **CALL TO ORDER:** Cassondra Weber, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:35 a.m. on Wednesday, April 5, 2017.
- II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 11 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF February 8, 2017 POLICY COUNCIL MINUTES:** **Cathy Zelinski moved to approve the February 8, 2017 Policy Council Minutes as written, supported by Doris Wehrenberg. Motion carried unanimously.**
ACCEPTANCE OF March 22, 2017 EXECUTIVE COMMITTEE MEETING MINUTES: A discussion was held on the Executive Committee meeting. Skip went through the minutes with members. **Cathy Zelinski moved to accept the March 22, 2017 Executive Committee Meeting Minutes as written, supported by Doris Wehrenberg. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Under New Business add the Virginia Toddler Center. **Cathy Zelinski moved to add the Virginia Toddler Center under New Business, supported by Doris Wehrenberg. Motion carried unanimously.**
- V. **CORRESPONDENCE:** None
- VI. **REPORTS:**
- VII. **DIRECTOR'S REPORT:** Norman "Skip" Ferris III presented handouts in the folder from other departments at AEOA. He shared the Education Commissioner's visit to the Parkview Learning Center article. The President's skinny budget is proposing an 18% reduction in Health & Human Services. We are not sure how this will affect Head Start. The President's budget also eliminates LIHEAP (fuel assistance) and proposes a school choice voucher program. Federal Legislative updates show the budget is lacking support at this time. Congress passed a bill that eliminates our individual privacy rights on the internet. Congress must complete a budget by the end of April or pass a continuing. If a budget or continuing resolution is not passed, we could see a government shutdown and possibly another sequester.

On the State Legislative side, the House Omnibus Education bill would create an Early Childhood Director through the Office of Administration , eliminate Pathway II scholarships, increase Pathway I scholarships, and eliminate the Governor's voluntary Pre-K program. MHSA will be giving post cards to all MN programs so our parents can write to the Governor asking him to continue to support Head Start and Pathway II scholarships.

Our Child and Adult Care Food Program review is scheduled for May 3-5, 2017. Hermantown has been chosen for the lunch review and Virginia will be reviewed for the afternoon snack. **Doris Wehrenberg moved to accept the Director's Report, supported by Ruthie Gornik. Motion carried unanimously.**

VIII. FINANCIAL REPORT:

Skip presented the financial statements.

SFY 2016 MN HEAD START GRANT: This grant for \$629,739.00 is for the period from July 1, 2016, through June 30, 2017, the Current Period Actual Expenditures are \$64,190.24; the YTD Expenditures are \$402,883.26; YTD Encumbrance is \$3700.00; and the Balance is \$223,155.74. Spending of this grant is on target with our planned expenditures and projections.

FY 2016 FEDERAL PRESCHOOL HEAD START GRANT: This grant in the amount of \$2,062,935.00 is for the period from April 1, 2016, through March 31, 2017. The Current Period Actual Expenditures are \$351,028.88; the YTD Actual Expenditures are \$1,960,059.80; the YTD Encumbrance is \$96,672.33; and the Balance is \$6,202.87. Spending of this grant is on target with our planned expenditures and projections.

FY 2016 FEDERAL EARLY HEAD START GRANT: This grant in the amount of \$1,073,273.00 is for the period from April 1, 2016, through March 31, 2017. The Current Period Actual Expenditures are \$221,913.93; the YTD Actual Expenditures are \$968,143.46; YTD Encumbrance IS \$28,380.02 and the Balance is \$76749.52. Spending of this grant is on target with our planned expenditures and projections.

CREDIT CARD REPORT: Skip presented the credit card report. Credit card expenditures and payments were reviewed. **Diane Taylor moved to accept the Financial Reports, supported by Doris Wehrenberg. Motion carried unanimously.**

IX. COMMUNITY RELATIONS MANAGER REPORT: Jerry presented the enrollment report. We were fully enrolled in as of March 1. Our new Performance Standards require us to enroll all the way up to the last day of class instead of up to the last 60 days. A discussion was held. **Doris Wehrenberg moved to accept the Community Relations Manager's report, supported by Cathy Zelinski. Motion carried unanimously.**

AEOA BOARD MEETING- February 15, 2017: Cathy Zelinski reported that Transit will be purchasing more busses. Head Start will be getting 3 new busses under the Duration Grant start up dollars. Transit will be constructing a new maintenance building in Cloquet. The Gilbert Food Shelf will be relocating to the previous Boyer Lumber Building in Virginia. AEOA and Kootasca will be continuing with their current agreement for now. Kootasca has hired a new Assistant Director. Skip presented the midyear outcomes to members. **Diane Taylor moved to accept the AEOA Executive Committee Meeting Report, supported by Doris Wehrenberg. Motion carried unanimously.**

X. OLD BUSINESS

A. DURATION OF SERVICES GRANT: Skip reported that we are still waiting for approval of our carry over request for the start-up funding in our Duration Grant. Start-up funds are for 3 busses and playground equipment.

B. FY 2017 FUNDING APPLICATION: Skip reported that our FY 2017 application has been approved, but only for 1/2 of our funding. Skip went over the Notice of Awards (NOA) with members. He explained that the balance of our grant will be awarded when funds are available. We have also been approved for 1/2 the funding for the operations portion of the Duration Grant. The Duration Grant will become part of our Federal Award in the future.

C. PATHWAY II SCHOLARSHIP: We have been approved FY 2017-2018 and 2018-2019. There is a bill in the Minnesota House that proposes to eliminate Pathway II funding as early as July 1st. If this passes, we would lose \$544,830 (\$272,415 in 2017 and \$272,415 in 2018).

D. ERSEA MONITORING- Jerry presented the results of our review to members. We passed our review with no deficiencies, findings or concerns.

E. POLICY COUNCIL BY-LAWS- Skip read the change on mail/email and texting voting that was approved at the Policy Council Executive meeting on March 22, 2017. No other changes to the By-Laws were made from the last meeting. The By-Laws will go the Board of Directors for their approval on April 19, 2017. **Doris Wehrenberg moved to include the change in texting to the By-laws, supported by Diane Taylor. Motion carried unanimously.**

F. HEAD START REDUCTION APPLICATION: Skip discussed the reasons for submitting a request for reduction of children served as discussed at the Policy Council Executive Committee meeting. Tracie Wilcox and Jerry Crittenden assisted Skip in writing the application, which was submitted on March 30, 2017.

G. PARENT ACTIVITY FUND-\$25.00 TO EACH SITE: All sites received an email from Skip informing them that STEAM was chosen by Policy Council members.

H. SCHOOL READINESS: Skip continues to engage in monthly calls with our Region V Program Specialist.

I. PARENT FAMILY COMMUNITY ENGAGEMENT: We are continuing with our current goals. Skip would like to give members a presentation this summer.

XI. NEW BUSINESS:

A. POLICY COUNCIL ATTENDANCE: Policy Council By-Laws state if members miss 3 meetings for any reason they can be dismissed from serving as members on the Policy Council. Members that have missed 3 or more meetings are: Babbitt, Chisholm I, Hap I, Hap II, Hibbing II, Hibbing IV, Virginia II, Virginia III, Hermantown EHS and Lake County Home Base, and Pre School Home Base Hibbing-2 sites. Sites are encouraged to find replacements for vacancies. **Diane Taylor moved to dismiss these members and recommend the sites listed elect a new Policy Council representative, supported by Doris Wehrenberg. Motion carried unanimously.**

B. VIRGINIA TODDLER CENTER: Due to a very tight budget and the high costs of operating the Toddler Center, Skip will be looking into options to restructure the center. If no restructuring options work to keep the Center from running over budget, then we must consider closing the Center. If the Center closes, the 8 enrollment slots will move to the EHS Home Base.

C. PATHWAY I SCHOLARSHIP: We applied to be a Pathway I Scholarship Administer for Region 3, which covers seven counties in Northeast Minnesota. We will receive administration dollars to administer the program.

- D. **POLICIES AND PROCEDURES:** Tracie Wilcox presented the following policies and plan. All changes made were to comply with our new Head Start Program Performance Standards. The updated Policies can be located on our website at: www.aeoa.org under Head Start.

Policy, Plan, Point System	Motion to Accept	Motion Supported by:	Final
Employee Physical Exam	Ami Keene	Doris Wehrenberg	Approved
Naps and Rest Time	Cathy Zelinski	Ami Keene	Approved
Late Pick-Up & Early Drop-Off of Head Start Child	Ami Keene	Cathy Zelinski	Approved
Disaster Preparedness Plan	NA	NA	NA

- E. **POLICY COUNCIL RECOGNITION:** August 9, 2017. Skip asked members to think about what they would like served for lunch and bring suggestions to the June meeting.
- F. **HEAD START REDUCTION:** Skip held a discussion with members during the Executive Committee meeting minutes.
- G. **POLICY COUNCIL MEETING SCHEDULE Wednesday June 14, 2017-** at 9:30 a.m. at AEOA in the conference room in the basement.
- H. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.

XII. **MISCELLANEOUS DISCUSSION:** None.

XIII. **ADJOURNMENT:** **Cathy Zelinski moved to adjourn the meeting, supported by Kristy Johnson. Motion carried unanimously.** The meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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