



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

April 7, 2021

PRESENT:

Bethany Johnson	Chisholm & West Range EHS HB
Jessica Meyer	Ely Representative
Crystal Smith	Hermantown Lake County EHS HB
Cherie Averill Manner	AEOA Board Representative
Crystal Smith	Hermantown-Lake Cty EHS HB
Diane Taylor	Policy Council Representative to the AEOA Board
Kristen Schultz	Carry Over Parent
Barb Fedora	Education Manager
Charisse Salo	Program Manager
Connie Derickson	Program Manager
Ileigh Gorham	Disabilities & Mental Health Manager
Jerry Crittenden	Family Svc Community Relations ERSEA Manager
Kelly Hill	EHS Program Manager
Meghan Winsor	Disabilities & Mental Health Manager
Christine DeGroot	Head Start Assistant Director
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

Carry Over Parent Doris Wehrenberg -Excused
Cathy Zelinski-Excused
Chisholm & Northern Tier EHS-Absent
DaNeil Sirjord-Excused
East Range EHS-Open
Eveleth-Gilbert Representative - Excused
Hermantown-Absent
Hibbing IV -Open
Hibbing EHS HB & PSHB-Absent
Mt. Iron Buhl-Open
Two Harbors/Proctor-Absent
Quad I & II-Absent
Virginia II Representative-Absent

The Policy Council meeting was held on April 7, 2021 virtually via Zoom during the COVID-19 pandemic.

- I. **CALL TO ORDER:** Crystal Smith Acting Chairperson called the Arrowhead Head Start Policy Council Meeting to order at 9:43 a.m. on Wednesday, April 7, 2021.
- II. **ROLL CALL:** Roll call was taken showing 7 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF February 3, 2021 POLICY COUNCIL MINUTES:** None. **Cherie Averill Manner moved to approve the February 3, 2021 Policy Council Minutes as written, supported by Kristen Shultz. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None.

VI. **ELECTION OF OFFICERS:**

Secretary	Tabled		
SPA Alternate	Tabled		

I. **REPORTS:**

- A. **DIRECTOR’S REPORT:** Skip reported that we are going to receive additional COVID funding. The application is due April 9, 2021 for \$93,601.00. There will be additional COVID funding following this first application. These dollars will be good through September 30, 2022.

The Minnesota Legislature is looking at additional funding to expand Early Head Start services for pregnant mom’s and infants and toddlers. The Minnesota Head Start Association has an ask for \$45 million for this expansion. We will need to wait and see what the Legislature and Governor decides before we can plan. These funds would be available starting in July of 2022.

Chris DeGroote reported that we were approved for new Northland Hub Grant funding. This funding will be used to connect families to support services. Bridges of Benefits and Healthy Connect are the 2 links that will be available to

help families find resources. Kayla Everson is the Hub Navigator. She will get referrals from Jerry Crittenden and Kelly Hill. The website is being constructed and should be ready to go by this September. The Ready for K app will be available for families to use. It is very similar to ClassDojo but it will be for parent education resources. **Cherie Averill Manner moved to accept the Director's Report, supported by Diane Taylor. Motion carried unanimously.**

B. FINANCIAL REPORT:

Skip presented the financial statements.

SFY 2020 MN HEAD START GRANT: This grant for \$559,482.40 is for the period from July 1, 2020, through June 30, 2021, the Current Period Actual Expenditures are \$109,888.27; the YTD Expenditures are \$449,791.85; YTD Encumbrance is \$0.00; and the Balance is \$109,690.55. Spending of this grant is on target with our planned expenditures and projections.

FY 2020 FEDERAL PRESCHOOL HEAD START GRANT: This grant for \$2,809,678.00 for the period from April 1, 2020, through March 31, 2021. The Current Period Actual Expenditures are \$533,208.56; the YTD Actual Expenditures are \$2,482,245.78; the YTD Encumbrance is \$12,699.32; and the Balance is \$314,732.90. Spending of this grant is on target with our planned expenditures and projections.

FY 2020 FEDERAL EARLY HEAD START GRANT: This grant for \$1,262,470.00 for the period from April 1, 2020, through March 31, 2021. The Current Period Actual Expenditures are \$172,256.55; the YTD Actual Expenditures are \$1,252,296.54; YTD Encumbrance IS \$0.00, and the Balance is \$10,173.46. 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. **Kristen Schultz moved to accept the Financial Reports, supported by Cherie Averill Manner. Motion carried unanimously.**

- C. COMMUNITY RELATIONS MANAGER REPORT:** Jerry presented the enrollment report. Due to COVID-19 our enrollments are down where we are not at full enrollment. Part of this is due to limiting class sizes and part is due to families not applying for Head Start during the COVID-19 pandemic. Jerry shared the first recruitment report with members. Our goal is to accept repeaters and advancing EHS students early, so they know they are accepted into the program for the next program year. If members have any family or friends that are interested in attending Head Start, please email Jerry, Skip, or Tracy. **Kristen Schultz moved to accept the Community Relations Manager's report supported by Cherie Averill Manner, Motion carried unanimously.**

- D. **AEOA BOARD MEETING February 17, 2021:** Skip reported that the board received on-going financial training. Scott Zahorik talked about the Governor’s Emergency Order that was in effect through 3/15/2021. AEOA is looking at staff returning to work in stages as the pandemic starts to go away. The CSBG and MCAG funding increased for Tribal Foundations, which may mean less funds for AEOA. Weatherization will be receiving more funding. COVID vaccinations for Head Start are on the high priority list, along with Arrowhead Transit employees. Bill’s House is going to be getting some upgrades to the building. AEOA is still searching for an IT Director. The food distribution program will continue through the end of April. The following Resolutions were passed: Washington School expansion project in Hibbing for 4 new Head Start classrooms, the Head Start enrollment and recruitment plan, the agency 990 nonprofit tax-exempt report, and the \$2 an hour COLA increase. Transit is going to be purchasing electric busses in addition to two new county expansions. **Cherie Averill Manner moved to accept the AEOA Board of Director’s report supported by Kristen Schultz. Motion carried unanimously.**

II. **OLD BUSINESS:**

- A. **SCHOOL READINESS:** Information is being collected and the end of the year reporting will be provided at the June meeting.
- B. **PARENT FAMILY COMMUNITY ENGAGEMENT:** Kelly Hill reported that the parent teacher conferences will be starting soon.

III. **NEW BUSINESS:**

- A. **COST OF LIVING APPLICATION:** The Office of Head Start is giving Head Start a cost-of-living increase of 1.22%. This will go towards covering the \$2 an hour increase that the board of directors passed. Head Start will receive \$31,498 and EHS will receive \$14,186. The application is due April 15, 2021. **Diane Taylor moved to approve the Cost of Living application supported by Kristen Schultz. Motion carried unanimously.**
- B. **STATE FY 2022 FUNDING APPLICATION:** The allocation for Head Start could change depending on the State. We must complete the Pathway Scholarship section and the sites eligible for Pathway scholarships on the application by April 9, 2021. We will be notified on when the rest of the application is due once the Legislature determines our funding levels for FY 2022. **Cherie Averill Manner moved to revisit the state funding application supported by Kristen Schultz. Motion carried unanimously.**

- C. **EMERGENCY SUPPLEMENTAL FUNDS (H & S) PLAYGROUND FOR NEW HIBBING SITE:** Skip reported that there may be emergency supplemental funding available that we can apply for to purchase and install a playground and fencing for the new Hibbing Head Start classrooms. **Cherie Averill Manner moved to approve submitting the Emergency Supplemental Funding application supported by Crystal Smith. Motion carried unanimously.**

D. **NEW HIRES:**

NAME	Position	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Alexius Eagle	Hibbing IV Classroom Assistant	Cherie Averill Manner	Kristen Schultz	Approved

- E. **POLICIES AND PROCEDURES:** None.

- F. **POLICY COUNCIL MEETING SCHEDULE:** Next meeting Wednesday, June 2, 2021. This will most likely be another virtual meeting through Zoom.

- IV. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.

- V. **MISCELLANEOUS DISCUSSION:** None.

- VI. **ADJOURNMENT:** **Cherie Averill Manner moved to adjourn the meeting, supported by Kristen Schultz. Motion carried unanimously.** The meeting was adjourned at 11:14 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start