



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3<sup>RD</sup> AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**August 10, 2022**

**PRESENT:**

Bailey Peglow	Eveleth-Gilbert/Chairperson
Bob Larkin	AEOA Board Representative
Cassie Adams	Mt. Iron Buhl
Cody Barth	EHS East Range and Quad II
Crystal Smith	Virginia I
DaNeil Sirjord	Community Representative
Jessica Meyer	Ely
Stacey Roepke	CHIC EHS & Northern Tier
Barb Fedora	Head Start Program Manager
Charisse Salo	Head Start Program Manager
Connie Derickson	Head Start Program Manager
Kelly Garrity	EHS Program Manager
Ileigh Gorham	Disabilities & Mental Health Manager
Jerry Crittenden	Head Start ERSEA/Family Service Manager
Meghan Winsor	Disabilities & Mental Health Manager
Christine DeGroot	Head Start Assistant Director
Skip Ferris	Head Start Director
Tracy Sandnas	Head Start Finance Supervisor

**SITES NOT REPRESENTED OR EXCUSED:**

- EHS Hibbing & Chisholm-Absent
- EHS Lake, Hermantown, Proctor-Absent
- EHS West Range EHS-Open
- Hermantown-Absent
- Hibbing IV -Absent
- Hibbing EHS Hibbing & Chisholm-Open
- PSHB & EHS Quad 1-Excused
- Virginia II-Absent
- Virginia III-Open

The Policy Council meeting was held on June 8, 2022, virtually via Zoom.

- CALL TO ORDER:** Bailey Peglow, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:37 a.m. on Wednesday, August 10, 2022.

II. **ROLL CALL:** Roll call was taken showing 8 members present. A quorum was established.

III. **CORRECTION/APPROVAL OF June 8, 2022, POLICY COUNCIL MINUTES:** **DaNeil Sirjord moved to accept the June 8, 2022 minutes, supported by Cody Barth. Motion carried unanimously.**

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.

V. **CORRESPONDENCE:** None.

VI. **REPORTS:**

A. **DIRECTOR'S REPORT:** Skip reported that Congress passed the Inflation Reduction Act of 2022. Head Start's increased compensation request was not included in this package. Nationally, Head Start is in the lowest 10% of all education salaries. Head Start will be focusing on the 2023 Appropriations package to seek salary increases.

On the state side, we have been working hard for Early Childhood Expansion dollars. MN Children's Cabinet and the Office of Head Start (OHS) is recommending vaccinations for our Head Start students.

The mask mandate for Head Start is still in force. OHS put the mandate into the Performance Standards. We are waiting for the Office of Head Start to come up with a final rule on masking, but it won't happen before school starts.

The new Early Learning Center is ready in Hibbing. Hibbing staff will be setting up their classrooms next week. There will be a Dedication and Open House on August 23<sup>rd</sup>. Skip will send out an invite to members. The new classroom in Ely will open later than expected due to construction. Our Eveleth-Gilbert classroom has moved to Parkview Learning Center in Virginia for this program year. We will be seeking a permanent home in 2023 for the Eveleth-Gilbert classroom. **Cody Barth moved to accept the Director's Report, supported by Stacey Roepke. Motion carried unanimously.**

B. **FINANCIAL REPORT:**  
Skip 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 is now closed. All funds were spent down.

**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 closeout for this grant will be shared at the August meeting.

**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 closeout for this grant will be shared at the August meeting.

**FY 2022 FEDERAL HEAD START GRANT:** This grant for \$2,642,565.00 for the period from April 1, 2022, through March 31, 2023. The Current Period Actual Expenditures are \$42,487.59; the YTD Actual Expenditures are \$501,957.13; YTD Encumbrance is \$203,635.35, and the Balance is \$1,942,295.05. Spending of this grant is on target with our planned expenditures and projections. \$198,312.00 is the carryover for the 6 new vehicles that are on order.

**FY 2022 FEDERAL EARLY HEAD START GRANT:** This grant for \$1,201,957.00 for the period from April 1, 2022, through March 31, 2023. The Current Period Actual Expenditures are \$117,157.97; the YTD Actual Expenditures are \$354,192.64; YTD Encumbrance is \$0.00, and the Balance is \$847,764.36. Spending of this grant is on target with our planned expenditures and projections.

**FY 2022 MN HEAD START GRANT:** This grant for \$539,687.00 for the period from July 1, 2022, through June 30, 2023. The Current Period Actual Expenditures are \$15,191.19; the YTD Actual Expenditures are \$15,191.19; YTD Encumbrance is \$0.00, and the Balance is \$524,495.81. Spending of this grant is on target with our planned expenditures and projections.

**CREDIT CARD REPORT:** The June credit card report was presented. **Cassie Adams moved to accept the Financial Reports, supported by Stacey Roepke. Motion carried unanimously.**

C. **COMMUNITY RELATIONS REPORT:** Jerry reported that we are busy with enrollments. Jerry went over his enrollment report with members. Enrollments are up compared to this time the past two year. We are expected to be at full enrollment this year. **Cody Barth moved to accept Community Relations report, supported by Stacey Roepke. Motion carried unanimously.**

D. **AEOA BOARD MEETING June 15, and Executive Committee Meeting July 20, 2022:** Skip reported that Head start had no resolutions at the July meeting. Scott Zahorik talked about the Community Action Conference. AEOA has been doing produce distributions. There are several job openings within the agency. AEOA has passed 2 million dollars in the Business Retrofit Project. The agency is working with St. Louis County for additional homeless shelters in the community. AEOA will be

hosting another Boot and Shoe drive for children in need. Resolutions passed: Transit Operating Grant, Weatherization purchase of a truck and a van, Groceries to Go, meal contributions for Senior Services and a land purchase in Gilbert for Transit.

The July Executive meeting had a discussion for the Agency Bylaw Committee to meet. There are openings on the AEOA Board of Directors. **Cody Barth moved to accept the AEOA Board of Director's and Executive Committee meeting reports supported by DaNeal Sirjord. Motion carried unanimously.**

**VII. OLD BUSINESS:**

- A. **FEDERAL FOCUS AREA 2 REVIEW UPDATE:** Skip shared the report we received in June. We had two areas of noncompliance. One was in Mental Health and the other was in ERSEA. ERSEA was due to not documenting income verification was done over the phone. This has been corrected. We haven't been able to find a Mental Health consultant to replace the one that retired. A discussion was held. Skip will keep members posted.
- B. **COLA/QI APPLICATION:** The application was approved.
- C. **TRANSPORTATION WAIVER REQUEST:** The transportation waiver was approved.
- D. **FY2021 CARRYOVER REQUEST UPDATE:** Skip reported that our vehicles won't start getting built until February of 2023. The carryover goes until 3/31/2023.
- E. **PARENT ACTIVITY FUND UPDATE:** Chris Degroote and Skip shared thank you notes from various EHS sites. They all had an under the sea project that they did with the children.
- F. **POLICY COUNCIL RECOGNITION OCTOBER 12, 2022-** Our recognition will be done at this meeting.
- G. **SCHOOL READINESS: EHS 4<sup>TH</sup> SCORING PERIOD:** Kelly shared the ongoing assessment outcomes with members. We are making a comeback after our Covid isolation.
- H. **PARENT FAMILY COMMUNITY ENGAGEMENT:FAMILY OUTCOMES REPORT:** None.

**VIII. NEW BUSINESS**

**A. NEW HIRES:**

<b>NAME</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>APPROVED</b>
Emily Checco PSHB	Cassie Adams	Stacey Roepke	Approved
Jamie Fatticci FSS	Cassie Adams	Cody Barth	Approved
Stephanie Lee Hibbing 1 Classroom Assistant	Cassie Adams	Stacey Roepke	Approved
Jennifer Lind Hibbing 2 Classroom Assistant	Cassie Adams	Stacey Roepke	Approved
Lisa Youngren Virginia FT Classroom Assistant	Cassie Adams	Stacey Roepke	Approved
Brittany Laitala Virginia PT Classroom Assistant	Cassie Adams	Stacey Roepke	Approved
Tekla Johnson Virginia FT Classroom Assistant	Cassie Adams	Stacey Roepke	Approved
April Reichel Babbitt Classroom Assistant	Cassie Adams	Cody Barth	Approved
Gracie Schultz Virginia PT Classroom Assistant	Cassie Adams	DaNeal Sirjord	Approved
Jennifer Blix Proctor FT Teacher	Cassie Adams	Cody Barth	Approved
Marit Williams Proctor FT Teacher Assistant	Stacey Roepke	Cassie Adams	Approved
Lakotah Haapala Chishom FT Classroom Assistant	Cody Barth	Stacey Roepke	Approved
Kayla Schaefer MIB FT Teacher 1	Cassie Adams	Cody Barth	Approved
Elaine Ronan Carlson MIB PT Classroom Assistant	Cassie Adams	Cody Barth	Approved

**B. POLICIES AND PROCEDURES:** None.

**C. CACFP APPLICATION:** The application isn't out yet FY 2022-2023.

**D. POLICIES/PROCEDURES APPROVALS:** None.

**E. POLICY COUNCIL ORIENTATION (NEXT MTG WEDNESDAY, NOVEMBER 9, 2022:**  
Member had a discussion and decided on a Fall theme for this year's orientation.

**Cody Barth moved to do a Fall theme, Supported by Cassie Adams. Motion carried unanimously.**

IX. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.

X. **MISCELLANEOUS DISCUSSION:** None.

XI. **ADJOURNMENT: Cody Barth moved to adjourn the meeting, supported by Stacey Roepke. Motion carried unanimously.** The meeting was adjourned at 11:52 a.m.

Respectfully submitted,

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Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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