



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

August 11, 2021

PRESENT:

Bailey Peglow	Eveleth-Gilbert/Chairperson
Bethany Johnson	CHIC EHS & Northern Tier
Cassie Adams	Carry Over Parent
Cathy Zelinski	Carry Over Parent
Cherie Averill Manner	AEOA Board Representative
Crystal Smith	Hermantown & Lake County
DaNeil Sirjord	Community Representative
Kristin 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 Garrity	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 -Absent
Chisholm & West Range EHS-Absent
East Range EHS-Open
Ely Representative-Excused
Hibbing IV -Open
Hibbing EHS HB & PSHB-Absent
Mt. Iron Buhl-Open
Two Harbors/Proctor-Open
Quad I & East Range-Absent
Quad 2-Open
Virginia I & III Representative-Open
Virginia II-Absent

The Policy Council meeting was held on August 11, 2021, at AEOA in the basement conference room and virtually via WebEx.

- I. **CALL TO ORDER:** Bailey Peglow, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 10:07 a.m. on Wednesday, August 11, 2021. The meeting started late due to technical difficulties.
- II. **ROLL CALL:** Roll call was taken showing 8 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF June 2, 2021, POLICY COUNCIL MINUTES:** None. **Cassie Adams moved to approve the June 2, 2021, Policy Council Minutes as written, supported by Cherie Averill Manner. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Add New Hires under New Business (B). **Cassie Adams moved to approve the agenda with correction, supported by Kristen Shultz. Motion carried unanimously.**
- V. **CORRESPONDENCE:** None.
- VI. **ELECTION OF OFFICERS:**

Secretary	Tabled		
SPA Alternate	Tabled		

Skip mentioned that there is one regular meeting remaining before the next election of Policy Council members with the orientation in November and election of officers in December. **Cassie Adams moved to table these positions until the new elections at the December 8, 2021 meeting supported by Kristen Shultz. Motion carried unanimously.**

- I. **REPORTS:**
 - A. **DIRECTOR’S REPORT:** Skip reported that the state grant was submitted and approved. There was a \$8564 decrease in our funding from the previous year. With this slight decrease and an increase in our cost-per-child, we will be serving 30 children with state funding this year rather than 32 from the previous year. On the federal side, fiscal year 2022, the house has in their budget \$1 billion for Head Start to include quality improvement dollars and Early Head Start expansions. President Biden is trying to get Universal Pre-K passed. Head Start is working to be a major part of Universal Pre-K.

Cathy Zelinski donated \$13,977.93 to Head Start for the puppet program in memory of her husband Dave who passed away a few months ago. Dave was passionate about getting the puppet program to the children in Head Start. The puppet program has been on hold due to the pandemic and we are hoping that we can bring the program into the Head Start Classrooms this year which is under the direction of Cathy Zelinski and Cherie Averill Manner.

Fall start date for all Head Start classrooms is scheduled for 9/7/21. We are still trying to figure out what to do about masking in Head Start. The Office of Head Start, CDC and Minnesota Department of Health recommends masking for all teachers and children aged 2 and older. We are leaning towards mandatory masking while some of the school districts are making masking optional.

The program will most likely have a federal review this year. Onsite reviews won't start until after January 2022. We will get a 45-day notice when our review will take place. We may need to hold a special meeting to discuss what is involved with Policy Council members. **Bethany Johnson moved to accept the Director's Report, supported by Cathy Zelinski. Motion carried unanimously.**

B. FINANCIAL REPORT:

Skip presented the financial statements.

FY2020 CLOSEOUT FISCAL REPORT:

SFY 2020 MN HEAD START GRANT: This grant for \$559,482.40 is for the period from July 1, 2020, through June 30, 2021, was closed out on 6/30/21.

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 \$16,960.50; the YTD Expenditures are \$16,960.50; YTD Encumbrance is \$0.00; and the Balance is \$533,957.50. Spending of this grant is on target with our planned expenditures and projections.

FY 2021 FEDERAL HEAD START GRANT: This grant for \$2,671,459.00 for the period from April 1, 2021, through March 31, 2022. The Current Period Actual Expenditures are \$79,391.98; the YTD Actual Expenditures are \$528,898.68; YTD Encumbrance is \$4,385.13, and the Balance is \$2,138,175.19. Spending of this grant is on target with our planned expenditures and projections.

FY 2021 FEDERAL EARLY HEAD START GRANT: This grant for \$1,192,171.00 for the period from April 1, 2021, through March 31, 2022. The Current Period Actual Expenditures are \$90,529.45; the YTD Actual Expenditures are \$292,167.10; YTD Encumbrance is \$0.00, and the Balance is \$900,003.90. Spending of this grant is on target with our planned expenditures and projections.

C. FY 2020 CLOSEOUT FISCAL REPORT:

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, was closed out on April 30, 2021. A carry over amount of \$60,392 out of the Covid funds will be included in the FY 2021 Federal Head Start Grant.

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

E. COMMUNITY RELATIONS MANAGER REPORT/SITE SELECTION FOR 2021-2022:

Jerry presented the enrollment report. Some sites are doing better than others. Changes are ongoing day to day. Policy Council members were asked to get the word out to families to apply for Head Start/Early Head Start. **Cassie Adams moved to accept the Community Relations Manager's report, supported by Cathy Zelinski, Motion carried unanimously.**

F. AEOA BOARD MEETING June 16 and July 21, 2021:

Cherie Averill Manner reported that Bills' House renovation is going well. The food distribution program had a total distribution of 46 events, 59 Semi-Trucks, and 88,240 boxes of food. The women's bathroom and Handicap ramp are now completed at the agency. **Cassie Adams moved to accept the AEOA Board of Director's report supported by Cathy Zelinski. Motion carried unanimously.**

II. OLD BUSINESS:

A. STATE FY2021 FUNDING APPLICATION: Skip reported that the funding application has been submitted and approved.

B. TRANSPORTATION WAIVER: Skip reported that the Transportation Waiver was submitted and awaiting approval from Region V for our sites where we don't provide bussing. These sites are Babbitt, Chisholm, Ely, Proctor and Two Harbors.

C. SCHOOL READINESS REPORTS: Kelly Garrity shared the EHS School Readiness reports with members. The historical overview showed that while the children showed progress, the progress was less than previous years. This shows us that doing in-person learning better prepares children for kindergarten than virtual learning.

Barb Fedora reported that Head Start children made gains in all areas. 3.75 was the average score in each COR category. 53% were school ready and that was lower than in the past due to the Covid exposures within the classrooms and having to switch to virtual.

D. PARENT FAMILY COMMUNITY ENGAGEMENT: PARENT SURVEY RESULTS

Family Support Specialists are out recruiting. Kelly Garrity shared the Northland Hub program with members. There will be 2 resources online to help families with various needs. <https://helpmeconnect.web.health.state.mn.us/HelpMeConnect> and <http://mn.bridgetobenefits.org/Home2>.

III. NEW BUSINESS

A. HIBBING PLAYGROUND EQUIPMENT APPLICATION: Skip is working on a funding amendment to the Office of Head Start for \$93,000 for a playground at the new Head Start classrooms currently being built onto the Washington Elementary School in Hibbing. The playground equipment currently at the school is not age appropriate for Head Start children. There is no guarantee that these funds will be available to us for this project. **Cherie Averill Manner moved to approve the application for the Hibbing Playground Equipment Application, supported by Kristen Schultz. Motion carried unanimously.**

B. NEW HIRES: Jerry Crittenden, Kelly Garrity, Barb Fedora, Connie Derickson, Charisse Salo and Chris Degroote presented the following New Hires for members to approve.

NAME & POSITION	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Rebecca Tuominen Program Specialist 2	Cassie Adams	Kristen Schultz	Approved
Jennifer Lind MIB CA	Cassie Adams	Cherie Averill Manner	Approved
Ashley Gunderson VA CA	Cassie Adams	Kristen Schultz	Approved
Jenny Scriven Teacher 2 Two Harbors	Cassie Adams	Cathy Zelinski	Approved
Alexius Eagle Hibbing 4 CA	Cherie Averill Manner	Cassie Adams	Approved
Courtney Schelde Chisholm TA	Kristen Schultz	Cassie Adams	Approved
Zach Conway-Zeig Hibbing 1 CA	Cathy Zelinski	Cherie Averill Manner	Approved
Kylie Petrie Hibbing 2 CA	Cassie Adams	Cherie Averill Manner	Approved
Stephanie Wesley Chisholm EHS HB	Cassie Adams	Cathy Zelinski	Approved
Nancy Nellis Quad 2 EHS	Cassie Adams	Cathy Zelinski	Approved
Sheryl Mathews Ely CA	Cassie Adams	Cathy Zelinski	Approved
Julie Mitchell Eveleth-Gilbert Teacher 1	Cathy Zelinski	Cherie Averill Manner	Approved

Rachel Anderson Family Support Specialist	Cherie Averill Manner	Cathy Zelinski	Approved
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- C. **POLICIES/PROCEDURES:** Chris Degroote presented the following Policies and Procedures for members to approve. The full Policy and Procedures can be found on our website www.aeoa.org for members to read.

NAME	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Education Qualifications for Center Staff & Home Base Educators	Cathy Zelinski	Cherie Averill Manner	Approved
Employee Selection	Cassie Adams	Cathy Zelinski	Approved

- D. **POLICY COUNCIL MEETING SCHEDULE:** Next meeting Wednesday, October 4, 2021.

- IV. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Crystal Smith shared a program that is available to help give services to children with autism, ADHD, and other behavioral issues. She will get together with the Disability and Mental Health Managers to share her brochures and contacts.

- V. **MISCELLANEOUS DISCUSSION:** Policy Council members were recognized for their services during the last year. Certificates were presented and lunch was served.

Bethany Johnson’s mom is the new Indian Services Coordinator in Hibbing and would like to connect with Head Start to provide services to children in need. Bethany will give her mom Jerry’s contact information.

- VI. **ADJOURNMENT:** **Cassie Adams moved to adjourn the meeting, supported by Cathy Zelinski. Motion carried unanimously.** The meeting was adjourned at 11:38 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Norman E. “Skip” Ferris, III, Head Start Director