



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

August 5, 2020

PRESENT:

Cathy Zelinski	Carry Over Parent
Cherie Averill Manner	AEOA Board Representative
DaNeil Sirjord	Community Representative
Diane Taylor	Policy Council Representative to the AEOA Board
Doris Wehrenberg	Chairperson
Sarah Koski	Carry Over Parent
Barb Fedora	Education Manager
Charisse Salo	Program Manager
Connie Derickson	Program Manager
Jerry Crittenden	Family Svc Community Relations ERSEA Manager
Kelly Hill	EHS Program Manager
Kristine Norberg	Health Manager
Christine DeGroote	Head Start Assistant Director
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

Kristen Schultz-Carry Over Parent-Excused
Babbitt-Open
Chairperson/Hibbing I,II,III-Excused
Chisholm & Northern Tier EHS-Excused
East Range EHS-Open
Eveleth-Gilbert-Open
Hermantown-Absent
Hermantown-Lake Cty EHS HB-Open
Hibbing & CHIC EHS-Excused
Hibbing IV -Open
Mt. Iron Buhl-Open
Policy Council Rep to the Board-Excused
Quad I and II-Excused

Two Harbors/Proctor-Absent
Virginia I-Excused
Virginia II-Absent
Virginia III-Excused
West Range & PSHB-Open

The Policy Council meeting was held on August 5, 2020 virtually via GoTo Meeting during the COVID-19 pandemic.

- I. **CALL TO ORDER:** Doris Wehrenberg, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:40 a.m. on Wednesday, August 5, 2020.
- II. **ROLL CALL:** Roll call was taken showing 6 members present. A quorum was not established. Policy Council bylaws state in 4.7(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.” **Cherie Averill Manner moved to conduct an official meeting, supported by Cathy Zelinski. Motion carried unanimously.**
- III. **CORRECTION/APPROVAL OF June 3, 2020 POLICY COUNCIL MINUTES:** None. **Doris Wehrenberg moved to approve the June 3, 2020 Policy Council Minutes as written, supported by Cherie Averill Manner. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None.
- VI. **REPORTS:**
 - A. **DIRECTOR’S REPORT:** Skip reported that our planning for this fall is in motion, but not finalized yet. We have a plan in place for in-person learning, distance learning, and a hybrid of both. Our hope is to be in-person this fall. The Office of Head Start, the Center for Disease Control and the Department of Human Services Licensing has given guidance to no more than 10 in a classroom. We must follow what each school district will be doing this fall. It looks like most are planning for in-person learning. Our Early Head Start and Family Support staff will continue to do virtual visits at this time.

The Office of Head Start has given us a lot of flexibility for timelines, enrollment and reporting. We will be pushing our opening to September 21, 2020 to allow

our staff proper training and classroom rearranging to accommodate our new guidelines. We will be implementing new technology this fall to help with virtual learning and to limit the number of persons coming into the classrooms.

We had to eliminate our South Ridge site due to a cut in funding with our State Head Start funding. The Two Harbors schools don't want to have a blended classroom this year because of changes they need to make due to COVID-19, so we will have a Head Start only classroom. The Hermantown site will be moving into a brand-new classroom that is located in the newly completed Hermantown Community Center building. An open house is planned for August 31st. Skip has been meeting with the Hibbing school district and they are looking at an expansion project for the Washington school. Due to funding issues, there is not enough funding to include Head Start classrooms in the expansion.

We are looking at 5-hour day classrooms during COVID. Some children may be doing virtual learning and the 5 hour in-classroom days will help teachers also provide the virtual learning. There are 2 openings for teachers in our Eveleth-Gilbert and Hibbing 2 classrooms. Kate Horn, Disability/Mental Health Manager, submitted her resignation. We will hold off on filling this position at this time until we see what type of programming and needs there are during this pandemic.

The National Head Start Association (NHSA) reported that Head Start is not included in the new stimulus package in Congress. Members and staff are encouraged to email their representatives to include additional funding for Head Start in this new stimulus package.

The Office of Head Start will allow programs to continue with the current Policy Council members a little longer until we can get new members. They understand that during this pandemic it may be more difficult for sites to have Policy Council elections. Skip may set up a meeting in September to update Policy Council representatives of our plans for this fall. **Cherie Averill Manner moved to accept the Director's Report, supported by Sarah Koski. Motion carried unanimously.**

B. FINANCIAL REPORT:

Skip presented the financial statements and the 2020 State Grant closeout.

SFY 2020 MN HEAD START GRANT: This grant for \$552,050.00 is for the period from July 1, 2020, through June 30, 2021, the Current Period Actual Expenditures are \$9,488.55; the YTD Expenditures are \$9,488.55; YTD Encumbrance is \$0.00; and the Balance is \$542,561.45. Spending of this grant is on target with our planned expenditures and projections.

FY 2020 FEDERAL PRESCHOOL HEAD START GRANT: This grant for \$2,503,170.00 for the period from April 1, 2020, through March 31, 2021. The Current Period Actual Expenditures are \$191,371.18; the YTD Actual Expenditures are \$603,433.63; the YTD Encumbrance is \$0.00; and the Balance is \$1,899,736.37. Spending of this grant is on target with our planned expenditures and projections.

FY 2020 FEDERAL EARLY HEAD START GRANT: This grant for \$1,132,807.00 for the period from April 1, 2020, through March 31, 2021. The Current Period Actual Expenditures are \$205,206.87; the YTD Actual Expenditures are \$361,669.37; YTD Encumbrance IS \$0.00, and the Balance is \$771,137.63. 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. **Doris Wehrenberg moved to accept the Financial Reports, supported by Diane Taylor. Motion carried unanimously.**

C. COMMUNITY RELATIONS MANAGER REPORT: Jerry presented the enrollment report. We will be enrolling no more than 10 children per classroom. Some classrooms will operate 4 days per week and others will go 2 days per week per group of 10. Our smaller numbers will be helpful for our smaller class sizes to accommodate Covid-19 recommendations. **Doris Wehrenberg moved to accept the Community Relations Manager's report supported by Sarah Koski, Motion carried unanimously.**

D. AEOA BOARD MEETING June 17, 2020: Skip reported that the board meeting was held virtual. Head Start had no items for approval. **Doris Wehrenberg moved to accept the AEOA Board of Director's report supported by Diane Taylor. Motion carried unanimously.**

VII. OLD BUSINESS:

A. FY 2020 COLA/QI/COVID APPLICATION: Skip reported that we are getting funding for quality improvement. EHS home visitors and the Pre-School home base will get an additional 2 weeks and Family Support Specialists will get an extra 8 weeks per

year with these funds. This will help support families and with recruiting. We are still waiting for our Notice of Award (NOA) for the COLA and Quality Improvement funding. We have received our NOA for the COVID funding and we are working on a budget for these funds.

- B. **TRANSPORTATION WAIVER:** This is submitted each year in case we need it. We have a waiver submitted for Babbitt, Ely, Proctor, Two Harbors and Chisholm. We are still waiting for approval.
- C. **SCHOOL READINESS:** Kelly Hill presented the period 3 assessment that took place during the pandemic time. Observations were done through Facetime, phone calls and Google Duo. Not all of the children have technology access so some 3rd period observations couldn't be completed. Therefore, we have incomplete data for this year due to Covid-19 and early school closures. The Program Information Report (PIR) isn't required this year due to Covid-19. However, we will still track as much data as possible.
- D. **PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

VIII. **NEW BUSINESS:**

- A. **POLICY APPROVALS:** None.
- B. **NEW HIRES:** None.
- C. **POLICY COUNCIL ORIENTATION 11/4/2020:** This will most likely be a virtual meeting.
- D. **POLICY COUNCIL MEETING SCHEDULE (NEXT MEETING 9/2/2020 (tentative) & 10/7/2020.**

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

X. **MISCELLANEOUS DISCUSSION:** None.

XI. **ADJOURNMENT: Doris Wehrenberg moved to adjourn the meeting, supported by Cathy Zelinski. Motion carried unanimously.** The meeting was adjourned at 11:03 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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