



702 3<sup>RD</sup> AVENUE SOUTH  
VIRGINIA, MINNESOTA 55792-2797

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**August 7, 2019**

**PRESENT:**

Bethany Johnson	CHIC EHS Northern Tier EHS HB
Cassie Adams	Virginia I
Cathy Zelinski	Carry Over Parent
Cherie Averill Manner	AEOA Board Representative
DaNeil Sirjord	Community Representative
Diane Taylor	Hibbing & West Range EHS
Doris Wehrenberg	Chairperson/Hibbing I, II, III
Rory Koch	Community Representative
Connie Derickson	Program Manager
Jerry Crittenden	Family Svc Community Relations ERSEA Manager
Mandy Mestelle	EHS HB Educator
Kelly Hill	EHS Program Manager
Chris DeGroot	Head Start Assistant Director
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

**SITES NOT REPRESENTED OR EXCUSED:**

Babbitt-Open  
Carry Over Parent-Absent  
Chisholm-Excused  
East Range EHS HB & Ely Center-Open  
Eveleth-Gilbert-Open  
Hermantown-Lake Cty EHS HB-Open  
Hibbing IV -Absent  
Mesabi East-Open  
Mt. Iron Buhl-Open  
PSHB-Open  
Quad I & II-Open  
Two Harbors-Excused  
Virginia II-Open  
Virginia III-Open

The Policy Council meeting was held on August 7, 2019 at The Rink, Eveleth, Minnesota.

- I. **CALL TO ORDER:** Doris Wehrenberg, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:50 a.m. on Wednesday, August 7, 2019.
- II. **ROLL CALL:** Roll call was taken showing 7 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF June 13, 2019 POLICY COUNCIL MINUTES:** None. **Rory Koch moved to approve the June 13, 2019 Policy Council Minutes as written, supported by Diane Taylor. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Under New Business add C. **POLICIES AND PROCEDURES. Cherie Averill Manner moved to approve the correction to the agenda, supported by Rory Koch. Motion carried unanimously.**
- V. **CORRESPONDENCE:** Skip shared the approval of the Bus Waiver letter he received.
- VI. **REPORTS:**
  - A. **DIRECTOR'S REPORT:** Skip reported on the MinnCAP Conference that was held July 22-25, 2019. He attended the Employee Engagement & Retention with Region V Grantee Specialists. Skip passed out handouts on the NHSA Washington updates and the future of Head Start.  
Updates from the Office of Head Start:
    - a. Full enrollment-if a program is under-enrolled 4 months in a row, a 12-month plan must be put in place. Enrollments must be at 97% and programs must serve communities with the greatest need.
    - b. Enrollment reductions have been put into place due to increasing teachers' wages, conversions to EHS, etc.
    - c. Guidance on the annual Head Start funding application.Skip presented the training requirements for the board along with Paul Carlson and Beth Peterson.  
  
Head Start will have a Focus Area 1, Federal Monitoring Review this year. It will consist of a phone/desk review. It may include Policy Council members. Focus Area 2 will be an on-site review and most likely be conducted during the 2020-2021 program year. A CLASS review will be conducted either during 2020-2021 or 2021-2022.  
  
A DHS licensing review will be conducted by the end of September in Proctor. This is a required follow-up review after 1 year as a licensed facility. We are expecting licensing reviews at most if not all our sites between October-May.

Our Head Start program will be part of an Opioid grant with Children's Dental Services over the next year.

We have a new Program Specialist at Region V, Daryl Dilworth. He will be replacing Gretchen Rode. **Diane Taylor moved to accept the Director's Report, supported by Rory Koch. Motion carried unanimously.**

**B. FINANCIAL REPORT:**

Skip presented the financial statements for MN SFY 2018 Closeout and 2019. Federal Head Start and Early Head Start FY 2019.

**SFY 2019 MN HEAD START GRANT:** This grant for \$609,754.00 is for the period from July 1, 2018, through June 30, 2019, the Current Period Actual Expenditures are \$11,739.54; the YTD Expenditures are \$609,754.00; YTD Encumbrance is \$0.00; and the Balance is \$0.00. This grant is now closed.

**SFY 2020 MN HEAD START GRANT:** This grant for \$589,286.00 is for the period from July 1, 2019, through June 30, 2020, the Current Period Actual Expenditures are \$20,445.54; the YTD Expenditures are \$20,445.54; YTD Encumbrance is \$0.00; and the Balance is \$568,840.46. Spending of this grant is on target with our planned expenditures and projections.

**FY 2019 FEDERAL PRESCHOOL HEAD START GRANT:** This grant for \$2,460,143.00 for the period from April 1, 2019, through March 31, 2020. The Current Period Actual Expenditures are \$47,586.08; the YTD Actual Expenditures are \$551,622.90; the YTD Encumbrance is \$3,666.00; and the Balance is \$1,880,366.30. Spending of this grant is on target with our planned expenditures and projections.

**FY 2019 FEDERAL EARLY HEAD START GRANT:** This grant for \$1,113,540.00 for the period from April 1, 2019, through March 31, 2020. The Current Period Actual Expenditures are \$89,686.90; the YTD Actual Expenditures are \$362,931.07; YTD Encumbrance is \$1,834.00, and the Balance is \$768,041.93. 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. **Rory Koch moved to accept the Financial Reports, supported by Cathy Zelinski. Motion carried unanimously.**

**C. COMMUNITY RELATIONS MANAGER REPORT:** Jerry reported on program enrollment. Current enrollment numbers are consistent with the past. Head Start staff participated in the Babbitt, Hibbing and Virginia parades and National Night Out at the Loon Lake Community Center event in Palo to recruit new Head Start

children. Virginia staff will be participating in an ice cream social at the Olcott Park and Mesabi Community College. Jerry will no longer be involved with the Head Start transportation piece. Heather Glass will take care of the day to day transportation needs and the Program Managers will be involved in the other aspects of the transportation piece. **Diane Taylor moved to accept the Community Relations Manager's report supported by Cherie Averill Manner, Motion carried unanimously.**

- D. **AEOA BOARD MEETING June 19, 2019:** Diane Taylor reported that CCAR is closed due to no mechanics applying for the open position. MFIP cash grant will be increasing \$100 per month beginning February 2020. The AEOA agency heating and cooling system is now completed. The elevator needs work next. Strategic Planning is in process to develop the agency community action plan. The agency is creating a data breach prevention plan. AEOA received a grant to work with Veterans. Statistics show that 70% of veterans are in poverty. An application was submitted to provide hands-on training for a limited number of women who are interested in a carpentry program. **DaNeil Sirjord moved to accept the AEOA Board of Director's report supported by Rory Koch. Motion carried unanimously.**

VII. **OLD BUSINESS:**

- A. **STATE FY 2020 FUNDING APPLICATION & PATHWAY SCHOLARSHIP UPDATE:** Skip reported that we received approval of our state funding and Pathway II Scholarship application.
- B. **2019-2020 TRANSPORTATION WAIVER:** Waiver was approved.
- C. **SCHOOL READINESS:** Skip shared the goals that were part of his report in the members folders.
- D. **PARENT FAMILY COMMUNITY ENGAGEMENT:** We are continuing to work on this. Connie Derickson attended the last Family Outcomes Group meeting.

VIII. **NEW BUSINESS:**

- A. **CACFP APPLICATION:** The FY 2020 application is out. Tracy Sandnas will be working on the application. The application is due at the end of August.

- B. NEW HIRES:** The following staff were recommended for the following open positions with Head Start:

<b>NAME</b>	<b>POSITION</b>	<b>MOTION TO ACCEPT</b>	<b>MOTION SUPPORTED BY</b>	<b>FINAL</b>
Chantelle Reynolds	EHS HB	Diane Taylor	Cassie Adams	Approved
Kristy Cummings	EG-Teacher	Diane Taylor	Cassie Adams	Approved
Haley Schaeftbauer	HIBBING-2 Teacher	DaNeil Sirjord	Diane Taylor	Approved
Vanessa Lavalier	HIBBING-4 Classroom Assist	Rory Koch	Diane Taylor	Approved
Brooke Gruba	ELY Teacher Assist	DaNeil Sirjord	Diane Taylor	Approved
Jonnie Rewerts	VA-3 Classroom Asst	DaNeil Sirjord	Cherie Averill Manner	Approved
Julie Mitchell	HIBBING-2 Classroom Asst	DaNeil Sirjord	Cherie Averill Manner	Approved
Paige Jowers	MIB Classroom Asst	DaNeil Sirjord	Cherie Averill Manner	Approved
Julie Sorensen	HIBBING-1 Classroom Asst	DaNeil Sirjord	Cherie Averill Manner	Approved

**C. POLICIES AND PROCEDURES:**

<b>Policy Updated</b>	<b>Motion to Accept</b>	<b>Motion Supported by:</b>	<b>Final</b>
Postpartum Depression Screening	Rory Koch	Doris Wehrenberg	Approved

Updated policies can be found on our website at [www.aeo.org](http://www.aeo.org)

- D. POLICY COUNCIL BYLAWS:** The Bylaws need to be updated. We need to add the voting via text, email and phone time allotted will be 24 hours. We also only have one PSHB Educator instead of two and the Virginia Toddler Center is no longer open. Skip will schedule a meeting to go through the updates and the approval of the CACFP application before the next meeting.

- E. **PACER PUPPETS:** Cathy Zelinski discussed bringing the Pacer Puppets back into the classroom. She shared the amount that needs to be invested and asked for members support. Cathy's husband Dave is willing to donate the cost of the basic puppet package. Cherie Averill Manner will assist in getting a stage built rather than purchasing it through Pacer Puppets. Members were in favor of bringing back the Pacer Puppets. **Rory Koch moved to support Cathy & Dave Zelinski in purchasing the Pacer Puppets, supported by Diane Taylor. Motion carried unanimously.**
- F. **POLICY COUNCIL ORIENTATION:** Members will bring their theme ideas to the October 2<sup>nd</sup> meeting.
- G. **POLICY COUNCIL MEETING SCHEDULE:** (Next meeting Wednesday, October 2, 2019.)
- H. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.
- IX. **MISCELLANEOUS DISCUSSION:** Cathy Zelinski would like to see the Raising Our Children's Kids (ROCK) program start back up again. A large capital investment of \$170,000 is needed to do this. There is a need in our area for these services. Cathy will consult our Planning Department to see if there are any grants available.
- X. **POLICY COUNCIL APPRECIATION/LUNCH:** A certificate and lunch was provided to thank our members for their dedication to serve on the Policy Council
- XI. **ADJOURNMENT:** **Rory Koch moved to adjourn the meeting, supported by Diane Taylor. Motion carried unanimously.** The meeting was adjourned at 12:05 p.m.

Respectfully submitted,

---

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

---

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