



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

August 8, 2018

PRESENT:

Angela Walker	East Range EHS HB
Cathy Zelinski	Carry Over Parent
Cherie Averill Manner	AEOA Representative to the Board-Excused
Diane Taylor	Policy Council Representative to the Board/Hibbing III
Doris Wehrenberg	Chairperson/Hibbing IV
Kirsten Klang	PSHB
Kristen Schulz	Chisholm II
Kristy Johnson	Virginia I
Amy Richter	Disabilities and Mental Health Manager
Chris Degroote	Program Manager
Connie Derickson	Program Manager
Jerry Crittenden	Community Relations Manager
Kelly Dey	Health Manager
Kelly Hill	EHS Program Manager
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

Babbitt-Open
CHIC EHS Northern Tier EHS HB-Open
Chisholm I-Open
Ely-Open
Eveleth-Gilbert-Open
HAP I – Open
HAP II - Open
Hermantown-Lake Cty EHS HB-Open
Hibbing I -Open
Hibbing II – Excused
Hibbing IV -Open
Hibbing EHS HB & West Range HB-Open
Mesabi East-Open
Mt. Iron Buhl-Open
Quad I & II-Open

Two Harbors-Open
Virginia II-Open
Virginia III-Open

The Policy Council meeting was held on August 8, 2018 at AEOA in Conference rooms 2 & 3, Virginia, Minnesota.

- I. **CALL TO ORDER:** Doris Wehrenberg, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:55 a.m. on Wednesday, August 8, 2018. Today's meeting location was changed from Ivy Manor back to AEOA due to the high number of children at today's meeting.
- II. **ROLL CALL:** Roll call was taken showing 7 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF June 13, 2018 POLICY COUNCIL MINUTES:** None. **Diane Taylor moved to approve the June 13, 2018 Policy Council Minutes as written, supported by Angela Walker. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Under New Business add New Hire Recommendation to A. and change B. CACFP Application to 2018-2019. **Diane Taylor moved to add New Hire Recommendations and change the CACFP Application to 2018-2019 under New Business supported by Angela Walker. Motion carried unanimously.**
- V. **CORRESPONDENCE:** None.
- VI. **DIRECTOR'S REPORT:** Norman "Skip" Ferris III shared his written Director's report found in members packets. He encourages all members to read them and call him with any questions they might have. Each year we are required to complete a Program Information Report (PIR) to the Office of Head Start. This report is due at the end of August. Program Information Reports will be available in October or November for the Policy Council and Board to review.

We are opening a new classroom in Proctor. Skip is working on the license with the Department of Human Services. The City of Duluth will hold a public hearing for Planning & Zoning on 9/11/18 as the final approval for the classroom in the Bayview Elementary School. Classes will begin in Proctor 9/12/18. Hermantown is planning a new childhood facility to be completed in April 2020. Classes will begin in September of 2020.

Skip attended a MESA Workforce Institute in St. Cloud July 30-31, 2018 on Growing the Workforce in our Community. The Region V Manager attended, and a plan along with State Partners, was developed to help deal with the shortage of Early Childhood Teachers and Staff. The CAP Conference followed July 31-August 2, 2018. The workshops offered were very productive.

Skip will attend the Educational Academies Task Force meeting tonight for the Academy School Model for Virginia and Eveleth-Gilbert school districts. The work will help determine the direction the two School districts will take. After the first three meetings, 4 committees will be formed to continue the work: Facilities, Finance, Outreach and Transportation.

Our Region V Program Specialist, Gretchen Rode, is coming for a visit. She would like to meet with the Board of Directors and the Policy Council. We will have a Policy Council meeting on 9/26/18 to conduct a meeting. Simek's Farm Family Event will be held on 9/28/18 and our Program Specialist is interested in attending this event.

An Assistant Director position has been posted. This is a part-time position and will help Skip and is a part of his succession plan for his retirement. **Cherie Averill Manner moved to accept the Director's Report, supported by Cathy Zelinski. Motion carried unanimously.**

VII. FINANCIAL REPORT:

Skip presented the financial statements. Carly Newman presented the 2017 Closeout for SFY 2017 MN Head Start Grant.

SFY 2017 MN HEAD START GRANT: This grant for \$626,908.00 is for the period from July 1, 2017, through June 30, 2018, the Current Period Actual Expenditures are \$23,980.54; the YTD Expenditures are \$626,908.00; YTD Encumbrance is \$0.00; and the Balance is \$0.00. Spending of this grant is on target with our planned expenditures and projections.

SFY 2018 MN HEAD START GRANT: This is the corrected report for SFY 2018 that was ran after the Policy Council meeting. This grant for \$609,754.00 is for the period from July 1, 2018, through June 30, 2019, the Current Period Actual Expenditures are \$16,262.44; the YTD Expenditures are \$16,262.44; YTD Encumbrance is \$0.00; and the Balance is \$593,491.56. Spending of this grant is on target with our planned expenditures and projections.

FY 2018 FEDERAL PRESCHOOL HEAD START GRANT: ½ of this grant has been received in the amount of \$1,198,177.00 for the period from April 1, 2018, through March 31, 2019. The Current Period Actual Expenditures are \$148,797.71; the YTD Actual Expenditures are \$551,663.43; the YTD Encumbrance is \$8,673.83; and the Balance is \$637,869.74. Spending of this grant is on target with our planned expenditures and projections.

FY 2018 FEDERAL EARLY HEAD START GRANT: ½ of this grant has been received in the amount of \$541,889.00 for the period from April 1, 2018, through March 31, 2019. The Current Period Actual Expenditures are \$144,310.84; the YTD Actual Expenditures are \$299,500.81; YTD Encumbrance IS \$12,023.83 and the Balance is \$230,364.36. 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. **Angela Walker moved to accept the Financial Reports, supported by Kirsten Klang. Motion carried unanimously.**

COMMUNITY RELATIONS MANAGER REPORT: Jerry presented the enrollment report. Our enrollments are doing well. **Kirsten Klang the Community Relations Manager's report supported by Angela Walker, Motion carried unanimously.**

VIII. **AEOA BOARD MEETING June 20, 2018:** Skip reported that the AEOA Personnel Policy is getting an update. The heating system at AEOA will be converted to natural gas as part of the City of Virginia conversion. The cost is estimated to be somewhere between \$265,000 - \$600,000. AEOA will be doing a Community Needs Assessment. This must be done once every 3 years. Policy Council members help might be needed. Resolutions passed by the Board included new buses for Transit approved, Head Start's Cost of Living Increase and Head Start's Bus Waivers. **Diane Taylor moved to accept the AEOA Board of Director's report supported by Angela Walker.**

IX. **OLD BUSINESS:**

A. **SFY 2019 HEAD START FUNDING APPLICATION:** Skip reported that the 2019 Funding application has been approved.

B. **2018-2019 TRANSPORTATION WAIVER:** Skip reported that we are still waiting for approval of our waiver.

C. **SCHOOL READINESS:** Kelly Hill is currently updating goals. Amy Richter met with all the school districts to see what kindergarten teachers look for in children as they enter kindergarten. Self-help is currently a priority. Others include letters, numbers, colors, story listening and recognizing one's own name. Kelly will keep members updated.

D. PARENT FAMILY COMMUNITY ENGAGEMENT: None.

X. NEW BUSINESS:

A. NEW EMPLOYEE RECOMMENDATION: Skip recommended Katelyn Horn for the Behavior Specialist position. **Angela Walker moved to accept the Katelyn Horn for the Behavior Specialist position supported by Diane Taylor.**

B. CACFP APPLICATION FY 2018-2019: Skip went over the sites, estimated expenses, and reimbursements with members. The application is due 9/7/18. **Angela Walker moved to accept the CACFP Application FY 2018-2019 supported by Cathy Zelinski. Motion carried unanimously.**

C. POLICIES/PROCEDURES: Kelly Dey, Amy Richter, Chris DeGroot and Skip presented the following Policies & Procedures to members:

Policy	Motion to Accept	Motion Supported by:	Final
Pre-School Early Childhood Developmental Screening	Diane Taylor	Cathy Zelinski	Approved
Appropriate & Safe Release of Children	Cathy Zelinski	Angela Walker	Approved
Child Guidance/Classroom Management/Conflict Resolution	Cathy Zelinski	Angela Walker	Approved
Accident and Incident Reports	Cathy Zelinski	Angela Walker	Approved
Allergy Plan	Angela Walker	Diane Taylor	Approved
Classroom Program Plans	Cathy Zelinski	Angela Walker	Approved
Separation from the Group	Diane Taylor	Cherie Averill Manner	Approved
Nap & Rest Time	Angela Walker	Diane Taylor	Approved
Same Job Classification Transfer (Delete)	Cherie Averill Manner	Cathy Zelinski	Approved
Site Selection, Creation, Closures Internal Transfer Policy	Angela Walker	Cathy Zelinski	Approved
Behavioral Health & Support	Angela Walker	Diane Taylor	Approved
Planned & Documented Intervention	Angela Walker	Cathy Zelinski	Approved
Children's Therapeutic Service & Supports Referral-Staff Procedure (New)	Angela Walker	Diane Taylor	Approved

Utilizing Community Mental Health Resources	Angela Walker	Cathy Zelinski	Approved
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The updated Policies will be located on our website at: www.aeoa.org under Head Start.

- D. **POLICY COUNCIL ORIENTATION, NOV 7, 2018:** We need to start thinking about our theme for this year's orientation. Please bring your ideas to the next meeting.
 - E. **POLICY COUNCIL MEETING SCHEDULE:** Next meeting 9/26/18 at AEOA and 10/3/18 at the Ivy Manor Meeting Room.
 - F. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.
- XI. **MISCELLANEOUS DISCUSSION:** None.
- XII. **ADJOURNMENT:** Angela Walker moved to adjourn the meeting, supported by Cherie Averill Manner. Motion carried unanimously. The meeting was adjourned at 11:58 p.m.
- XIII. **POLICY COUNCIL RECOGNITION AND LUNCH:** Members were given certificates and a lunch was brought in to show our appreciation for their dedication to the Policy Council.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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