



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

August 9, 2017

PRESENT:

Ami Keene	Mesabi East
Cathy Zelinski	Policy Council Representative to the Board
Charlotte Hill	Eveleth-Gilbert
Cherie Averill Manner	AEOA Representative to the Board
Diane Taylor	Hibbing III
Doris Wehrenberg	CHIC EHS-Northern Tier EHS
Kristy Johnson	Virginia I
Ruthie Gornik	Carry Over Parent
Jerry Crittenden	Community Relations Manager
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

Babbitt-Absent
Carry Over Parent-Excused
Chairperson & Mt. Iron Buhl-Excused
Chisholm I-Open
Chisholm II-Absent
Ely-Open
HAP I - Open
HAP II-Open
Hermantown-Lake Cty EHS HB-Open
Hibbing EHS HB & West Range HB-Open
Hibbing I -Open
Hibbing II-Open
Hibbing IV -Open
PSHB I & East Range EHS-Open
PSHB I and PSHB II-Open
PSHB-Hibbing Sites-Open
Quad I & II-Absent
Two Harbors - Open
Virginia II-Open
Virginia III Center-Open
Virginia Toddler Center-Excused

The Policy Council meeting was held on August 9, 2017 at AEOA in Conference rooms 2 & 3, Virginia, Minnesota.

- I. **CALL TO ORDER:** Doris Wehrenberg, Vice Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:35 a.m. on Wednesday, August 9, 2017.
- II. **ROLL CALL:** Paul Carlson commended members for their investments as active parents in their children's education as well as their participation as Policy Council members. As members individually introduced themselves, roll call was taken showing 8 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF June 14 , 2017 POLICY COUNCIL MINUTES:** **Diane Taylor moved to approve the June 14, 2017 Policy Council Minutes as written, supported by Doris Wehrenberg. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None
- VI. **REPORTS:**
- VII. **DIRECTOR'S REPORT:** Norman "Skip" Ferris III reported that on July 20th the House of Appropriations Committee proposed a \$22 million increase for Head Start for year 2018. Voluntary Pre-K funds are being provided again through the State of MN. The same schools funded last year were re-funded again this year. 59 new schools were funded this year including the St. Louis County school district. The office of the Legislative Auditor will be visiting Early Childhood programs across MN to determine the effectiveness of the different programs . Skip will keep members updated especially if a visit is planned for our program. Head Start has the following positions open: Teachers, Teachers Assistants, Classroom Assistants and a Support Specialist. Interviews will begin the week of 8/14/17. **Ruthie Gornik moved to accept the Director's Report, supported by Charlotte Hill. Motion carried unanimously.**

VIII. **FINANCIAL REPORT:**

Skip presented the financial statements.

SFY 2016 MN HEAD START GRANT: This grant for \$629,739.00 is for the period from July 1, 2016, through June 30, 2017, the Current Period Actual Expenditures are \$57,610.68; the YTD Expenditures are \$572,128.32; YTD Encumbrance is \$0.00; and the Balance is \$0.00. This grant has been spent down to 0.00 and closed.

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 \$11,857.80; the YTD Expenditures are \$11,857.80; YTD Encumbrance is \$5,550.00; and the Balance is \$609,500.20. Spending of this grant is on target with our planned expenditures and projections.

FY 2017 FEDERAL PRESCHOOL HEAD START GRANT: This grant in the amount of \$1,168,432.00 is for the period from April 1, 2017, through March 31, 2018. The Federal Financial statements show that only 50% of our grant has been awarded at this time. The Current Period Actual Expenditures are \$473,677.13; the YTD Actual Expenditures are \$801,252.31; the YTD Encumbrance is \$0.00; and the Balance is \$674,929.69. Spending of this grant is on target with our planned expenditures and projections.

FY 2017 FEDERAL EARLY HEAD START GRANT: This grant in the amount of \$536,637.00 is for the period from April 1, 2017, through March 31, 2018. The Federal Financial statements show that only 50% of our grant has been awarded at this time. The Current Period Actual Expenditures are \$147,976.70; the YTD Actual Expenditures are \$292,258.16; YTD Encumbrance IS \$0.00 and the Balance is \$244,378.84. Spending of this grant is on target with our planned expenditures and projections.

CREDIT CARD REPORT: Skip presented the credit card report. Credit card expenditures and payments were reviewed. **Diane Taylor moved to accept the Financial Reports, supported by Cathy Zelinski. Motion carried unanimously.**

- IX. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry asked for volunteers to help conduct interviews for the Support Specialist position. Jerry went over the Enrollment Reporting worksheet with members. Our enrollment numbers are on schedule for this time of year. Jerry asked members for approval to keep Hermantown and Proctor II (HAP II) and eliminate Pre-school Home Base II. HAP I is planned to go to full day and 1020 hours if our request is approved by Region V. Two way transportation will be provided for HAP I and HAP II. **Ruthie Gornik moved to accept the Recruitment Site Recommendations, supported by Diane Taylor. Motion carried unanimously. Diane Taylor moved to accept the Community Relations Manager's report supported by Ruthie Gornik.**

AEOA BOARD MEETING- June 2, 2017: Skip reported Jim Varichak retired from the Chisholm Superintendent's position. The board meeting was held at the Range Recreation Civic Center to be in the vicinity of the Senior Carnival.

The Food Shelf is still looking for a facility to move into. LIHEAP (Fuel Assistance) received the rest of their funding that was cut last year. Additional clients can be served. The feature program was the AEOA Audit.

Transit is purchasing more buses. Head Start's MN Grant, transportation waiver and the agency's Cost of Living Adjustment was approved.

Head Start's reduction application was reduced to 12 and approved. Board trainings are becoming a regular part of the meeting. Skip is working on this committee. Cherie Averill Manner reported the Car Repair Shop is trying to find a facility within its budget and is still a work in progress. **Diane Taylor moved to accept the AEOA Executive Committee Meeting Report, supported by Cathy Zelinski. Motion carried unanimously.**

X. OLD BUSINESS

A. DURATION OF SERVICES GRANT CARRY OVER REQUEST FOR START-UP FUNDS:

Skip reported that the carry over request was approved. The buses have been received and the playground has been installed in Hibbing.

B. HEAD START REDUCTION APPLICATION: Skip reported that our application was submitted for 12 kids. We are not sure of the timeline for approval of our request.

C. TRANSPORTATION WAIVER REQUEST: Skip reported that this is required so school districts can transport kids if needed. All non-bussed sites were included so they would be ready to go if need be. Our Transportation waiver request was approved to waive the child restraints and bus monitor for sites where the school district is busing Head Start children.

D. SCHOOL READINESS- Nothing to report at this time. This will be covered at our orientation in November.

E. PARENT FAMILY COMMUNITY ENGAGEMENT: The Family Support Specialists will be managed by Kristine Norberg again this year. We plan to incorporate more consistency in our family piece and family outcome reporting.

XI. NEW BUSINESS:

A. FY 2018 FUNDING APPLICATION (STATE HEAD START): The application has been approved.

B. CHILD AND ADULT FOOD CARE APPLICATION FOR 2017-2018: We haven't received our application yet. Ely and Babbitt sites will become part of the schools food program.

- C. **POLICIES AND PROCEDURES:** Skip presented the following policies and plan. All changes made were to comply with our new Head Start Program Performance Standards. The updated Policies can be located on our website at: www.aeoa.org under Head Start.

Policy	Motion to Accept	Motion Supported by:	Final
Early Head Start Developmental Screening	Diane Taylor	Charlotte Hill	Approved
Social Emotions Developmental Screening and Monitoring	Ami Keene	Diane Taylor	Approved
Daily Toddler Progress Reports (Elimination of Policy)	Cathy Zelinski	Ruthie Gornik	Approved

- D. **POLICY COUNCIL ORIENTATION:-** November 8, 2017. Members present chose a Luau theme. Skip will try to get the church for the event. We will get together before or after the next meeting and finalize decorating. A few members have luau decorations and would like them to be part of the event.
- E. **POLICY COUNCIL MEETING SCHEDULE Wednesday October 4, 2017-** at 9:30 a.m. at AEOA in the conference room in the basement.
- F. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.

XII. **MISCELLANEOUS DISCUSSION:** None.

XIII. **ADJOURNMENT:** Ami Keene moved to adjourn the meeting, supported by Ruthie Gornik. Motion carried unanimously. The meeting was adjourned at 11:30 p.m.

XIV. **POLICY COUNCIL RECOGNITION LUNCH:** Lunch was served and certificates were given out to members. Our program is honored to have such dedicated members serve the program.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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