



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

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**  
**December 5, 2018**

**PRESENT:**

Angela Walker	East Range EHS HB & Ely Center
Bethany Johnson	CHIC & Northern Tier EHS HB
Cathy Zelinski	Carry Over Parent
Cherie Averill Manner	AEOA Representative to the Board Hibbing
DaNeil Sirjord	Community Representative
Diane Taylor	Policy Council Rep to the Board/Hibbing & W. Range EHS
Doris Wehrenberg	Chairperson/Hibbing I, II, III
Jackie Olson	Two Harbors
Kristin Schultz	Chisholm
Rory Koch	Community Representative
Sarah Koski	Carry Over Parent
Connie Derickson	Program Manager
Kristine Norberg	Family Services Manager
Jerry Crittenden	Community Relations Manager
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  
CHIC EHS Northern Tier EHS HB-Open  
Chisholm I-Open  
Eveleth-Gilbert-Absent  
Hermantown-Lake Cty EHS HB-Open  
Hibbing IV -Open  
Hibbing EHS HB & West Range HB-Open  
Mesabi East-Open  
Mt. Iron Buhl-Open  
PSHB-Excused  
Quad I & II-Absent  
Two Harbors-Open  
Virginia I-Absent

Virginia II-Excused  
Virginia III-Absent

The Policy Council meeting was held on December 5, 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 9:40 a.m. on Wednesday, December 5, 2018.
- II. **ROLL CALL:** Roll call was taken showing 10 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF October 3, 2018 POLICY COUNCIL MINUTES:** None. **Rory Koch moved to approve the October 3, 2018 Policy Council Minutes as written, supported by Angela Walker. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Move PSA, Strategic Planning and FY 2019 Funding Application right after the Financial Reports. **Angela Walker moved to approve the corrections to the agenda, supported by Rory Koch. Motion carried unanimously.**
- V. **CORRESPONDENCE:** None.
- VI. **ELECTIONS OF OFFICERS:**
  - A. **CHAIRPERSON:** Doris Wehrenberg
  - B. **VICE/CHAIRPERSON/PARLIMENTARIAN:** Angela Walker
  - C. **SECRETARY:** Bethany Johnson
  - D. **STATE PARENT AFFILIATE (SPA):** Jackie Olson
  - E. **STATE PARENT AFFILIATE ALTERNATE:** Cassie Adams**All nominations for officers were closed as listed above by Cherie Averill Manner supported by Cassie Adams. A motion was made to elect all nominees by Rory Koch, supported by Angela Walker. Motion carried unanimously.**
  - F. **COMMUNITY REPRESENTATIVES:** Rory Koch and DaNeil Sirjord.
  - G. **CARRY OVER PARENT:** Sarah Koski and Cathy Zelinski.**All nominations for Community Representatives and Carry Over Parents were closed as listed above by Angela Walker, Supported by Diane Taylor. A motion was made to elect all nominees by Angela Walker, supported by Cassie Adams. Motion carried unanimously.**
- VII. **DIRECTOR'S REPORT:** Norman "Skip" Ferris III reported on the mid-term elections. Our new representative is Pete Stauber. Pete is a former board member of AEOA. Newly elected Governor Tim Walz campaigned on education.

The 2019 Federal budget for Head Start was approved. An expansion grant is available for EHS, however due to the time constraints of the application due date, this isn't an option for us at this time. We will continue to look at future funds to expand to the Duluth area and a toddler center in partnership with the Hibbing Community College. A 1.77% cost of living increase for Head Start was approved FY 2019 by the President.

**Diane Taylor moved to accept the Director's Report, supported by Kristin Schultz.**

**Motion carried unanimously.**

**VIII. FINANCIAL REPORT:**

Skip presented the financial statements.

**SFY 2018 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 \$182,023.26; the YTD Expenditures are \$242,487.60; YTD Encumbrance is \$784.01; and the Balance is \$366,487.60. Spending of this grant is on target with our planned expenditures and projections.

**FY 2018 FEDERAL PRESCHOOL HEAD START GRANT:** This grant for \$2,460,144.00 for the period from April 1, 2018, through March 31, 2019. The Current Period Actual Expenditures are \$664,038.42; the YTD Actual Expenditures are \$1,359,938.86; the YTD Encumbrance is \$(6700.00); and the Balance is \$1,106,905.14. Spending of this grant is on target with our planned expenditures and projections.

**FY 2018 FEDERAL EARLY HEAD START GRANT:** This grant for \$1,134,550.00 for the period from April 1, 2018, through March 31, 2019. The Current Period Actual Expenditures are \$255,453.55; the YTD Actual Expenditures are \$705,221.15; YTD Encumbrance IS \$0.00, and the Balance is \$427,328.86. 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.**

**COMMUNITY RELATIONS MANAGER REPORT:** Jerry introduced himself to new members and presented the enrollment report. He shared the importance of attendance and enrollments. Children are monitored on an individual basis and by the site. A discussion was held. **Diane Taylor moved to accept the Community Relations Manager's report supported by Angela Walker, Motion carried unanimously.**

**IX. AEOA BOARD MEETING October 17, 2018:** Skip reported that the board had its annual meeting at the Curling Club in Eveleth. All current officers were re-elected for another term. The agency will have another Health Insurance increase. The agency will pay 77.5%

and the employee will pay 22.5% of the premiums. All annual reports were presented, and Skip gave the board their annual training required for Head Start.

Resolutions passed were health insurance, the annual report to the Attorney General, agency vehicle purchases, and the Senior Services food contract with Upper Lakes Foods. Cherie Averill Manner remained as the representative to Policy Council. **Diane Taylor moved to accept the AEOA Board of Director's report supported by Rory Koch. Motion carried unanimously.**

**X. OLD BUSINESS:**

- A. PROGRAM SELF ASSESSMENT (PSA)- STRATEGIC PLANNING/PROGRAM GOALS:** Skip reported on the PSA and how we assess our progress towards program goals. The PSA helped develop our Strategic Plan. This is our 5-year grant plan. He went over the priority goals and the expected outcome of each goal. A discussion was held on staff retention. Skip shared the school readiness goals. Implementation of management dates and measurements of our goals were shared with members. This information will be included in the grant application for year 2019. **Diane Taylor moved to accept the Program Self-Assessment and the Strategic Plan FY 2019-2023 supported by Angela Walker. Motion carried unanimously.**
- B. SCHOOL READINESS:** None.
- C. PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

**XI. NEW BUSINESS:**

- A. FY 2019 FUNDING APPLICATION:** Skip went over the Training & Technical Assistance and Budget plan with members. The training plan coordinates with the program goals, if it meets Performance Standards, or licensing requirements. Coaching is a requirement and we are shifting staff to accommodate this. The Program Goals from our Strategic Plan is included in the grant. **Angela Walker moved to accept the FY 2019 Funding Application supported by Angela Walker. Motion carried unanimously.**
- B. PARENT ACTIVITY FUND:** Each program year funds are set aside to give each site and Home Base Educators \$25.00 to use for a topic chosen by Policy Council members. Last year STEAM was chosen. Skip encouraged members to bring ideas to the February 6<sup>th</sup> meeting.
- C. NEXT POLICY COUNCIL MEETING:** Next meeting Wednesday, February 6, 2019 at AEOA in conference rooms 2 and 3.

**D. PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Several sites will be having their holiday parties this month.

**XII. MISCELLANEOUS DISCUSSION:** A discussion was held on children mimicking bad behaviors by non-behavior children. A member asked if a training could be offered to parents. Skip will look into this.

**XIII. ADJOURNMENT: Jackie Olson moved to adjourn the meeting, supported by Diane Taylor. Motion carried unanimously.** The meeting was adjourned at 12:03 p.m.

Respectfully submitted,

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Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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

UNAPPROVED