



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

December 6, 2017

PRESENT:

Amanda Bylander	Virginia III
Amber Leciejewski	CHIC EHS Northern Tier EHS HB
Angela Walker	East Range EHS HB
Cassandra Cave	Virginia II
Cathy Zelinski	Carry Over Parent
Cherie Averill Manner	AEOA Representative to the Board
Diane Taylor	Policy Council Representative to the Board/Hibbing III
Doris Wehrenberg	Chairperson/Hibbing IV
Matt Holmes	Hibbing EHS HB & West Range HB
Sarah Koski	Hibbing II
Shauna Jewell	Chisholm I
Jerry Crittenden	Community Relations Manager
Kelly Hill	EHS Program Manager
Kristine Norberg	Family Services Manager
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

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

The Policy Council meeting was held on December 6, 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 9:40 a.m. on Wednesday, December 6, 2017.
- II. **ROLL CALL:** Roll call was taken showing 11 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF October 4 , 2017 POLICY COUNCIL MINUTES:** None. **Cathy Zelinski moved to approve the October 4, 2017 Policy Council Minutes as written, supported by Cherie Averill Manner. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None.
- VI. **ELECTION OF OFFICERS:** Skip covered the duties of each Officer's position with members.
 - A. **Chairperson:** Doris Wehrenberg was nominated. There were no other nominations. Doris Wehrenberg was unanimously elected Chairperson.
 - B. **Vice Chairperson/Parliamentarian:** Amanda Bylander was nominated. There were no other nominations. Amanda Bylander was unanimously elected Vice Chairperson.
 - C. **Secretary:** Angela Walker was nominated. There were no other nominations. Angela Walker was unanimously elected Secretary.
 - D. **Elected Representative to the Agency (AEOA) Board:** Diane Taylor was nominated. There were no other nominations. Diane Taylor was unanimously elected Elected Representative to the Agency (AEOA) Board.
 - E. **State Parent Affiliate (SPA) Representative:** Diane Taylor nominated Sarah Koski. Shauna Jewell nominated herself and Amanda Bylander nominated herself. All were seconded by Angela Walker. There were no other nominations. Sarah Koski was elected SPA.
 - F. **State Parent Affiliate (SPA) Alternate:** Shauna Jewell was nominated by Cherie Averill Manner and seconded by Cathy Zelinski. There were no other nominations. Shauna Jewell was unanimously elected SPA Alternate.
- VII. **REPORTS:**
- VIII. **DIRECTOR'S REPORT:** Norman "Skip" Ferris III reported on the Federal level that Head Start falls in discretionary funding. While there is nothing affecting Head Start funding at

this time, there is talk in Congress about cuts in discretionary funding. The Health Professional position has been posted. Skip shared the layout of his monthly Director's reports that members receive in their folders. Members are encouraged to read those on their own. **Diane Taylor moved to accept the Director's Report, supported by Cherie Averill Manner. Motion carried unanimously.**

IX. FINANCIAL REPORT:

Skip presented the financial statements and what members need to look for when reading reports.

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 \$55,027.99; the YTD Expenditures are \$206,026.03; YTD Encumbrance is \$3,515.00; and the Balance is \$417,366.97. 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 \$2,664,971.00 is for the period from April 1, 2017, through March 31, 2018. The Current Period Actual Expenditures are \$235,536.93; the YTD Actual Expenditures are \$1,582,008.86; the YTD Encumbrance is \$(8328.00); and the Balance is \$1,091,290.14. 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 \$1,083,770.00 is for the period from April 1, 2017, through March 31, 2018. The Current Period Actual Expenditures are \$72,328.73; the YTD Actual Expenditures are \$597,800.44; YTD Encumbrance IS \$0.00 and the Balance is \$485,969.56. 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. **Diane Taylor moved to accept the Financial Reports, supported by Cherie Averill Manner. Motion carried unanimously.**

COMMUNITY RELATIONS MANAGER REPORT: Jerry presented the enrollment report. Jerry went over the planned and actual enrollments in his report. Jerry will provide the Policy Council updates at each meeting on our enrollments. Jerry discussed how important attendance in the classroom is. He did an attendance exercise with 4 volunteers to illustrate different attendance scenarios and where students end up on the spectrum with good attendance, partial attendance and little to no attendance.

The Day on the Hill in St. Paul is usually held in February or March. This is a day for members to speak and meet with our MN state legislature representatives. Jerry will keep

members posted as soon as he has the 2018 dates to see who might be interested in attending.

The 2018 MHSA Parent conference will be held at Cragun's Resort in Brainerd on April 9-11th. Jerry will share more information with members and when registrations will be due. **Diane Taylor moved to accept the Community Relations Manager's report supported by Cherie Averill Manner.**

- X. **AEOA BOARD MEETING October 19, 2017:** Cherie reported that the insurance costs for the agency and employees is increasing once again this year.

Cathy Zelinski has been elected to sit on the Board of Directors as a community member. Cherie also reported that she has been re-elected as the representative to the Policy Council.

Head Start and Agency annual reports to the board were presented. Skip did his annual training with the board members. Retirees and awards were presented. A pancake feed was held at the Community Center in Mt. Iron on Black Friday to raise money for our local homeless shelters. Senior Dining had a sale at Transit in Gilbert to sell equipment from 3 former kitchen sites. **Diane Taylor moved to accept the AEOA Board of Director's report supported by Cathy Zelinski.**

XI. **OLD BUSINESS:**

- A. **PROGRAM SELF ASSESSMENT:** Skip presented an outline of our goals were established in our Self-Assessment. We will be working on our Strategic Planning for the next 2 days to finalize our self-assessment. **Angela Walker moved to accept the Program Self-Assessment supported by Shauna Jewell.**

- A. **DEPARTMENT OF HUMAN SERVICES (DHS) LICENSING VISIT:** On October 25, 2017, we had a licensing review at our Virginia classrooms. Skip reported that we had 4 corrective action items. Hand sanitizer was within reach of children. No fire extinguisher available. Name changes of staff who got married, for example, were not updated in the DHS system. Individual program plans for each classroom need to be posted. All corrections have been implemented and submitted to DHS.

- B. **SCHOOL READINESS:** Tabled until the next meeting.

- C. **PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

XII. NEW BUSINESS:

- A. NEW EMPLOYEE RECOMENDATIONS:** Skip recommended Nicole Fagerstrom for the Teacher 2 position at Chisholm 2. **Diane Taylor moved to accept the Nicole Fagerstrom for the Teacher 2 position at Chisholm 2 supported by Angela Walker.**
- B. FY 2018 FUNDING APPLICATION:** Skip presented the upcoming budget with projected changes within the program. A second Mental Health Professional will be added. We will also be hiring a Health Educator to service both Head Start and Early Head Start. A part-time assistant director will also be hired from within to be in line with Skip's succession plan when he retires.
- We will continue with our Simek's Farm events, incorporate a van replacement schedule, cover the health insurance increase and cover a possible unfunded 1% cost of living adjustment. The 2nd phase of the salary increase is still on hold by the Board of Directors.
- C. PROGRAM INFORMATION REPORT (PIR):** Tabled until the next meeting. **Cherie Averill Manner moved to the PIR until the next meeting supported by Angela Walker.**
- D. PARENT ACTIVITY FUND:** Policy Council members are encouraged to bring ideas to the next meeting. \$25.00 is given to each site to do a special project. The theme will be decided and sent out to Head Start and EHS Home Based sites.
- E. POLICY COUNCIL MEETING SCHEDULE Wednesday February 14, 2018-** at 9:30 a.m. at AEOA Conference Rooms 2 and 3.
- F. PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.

XIII. MISCELLANEOUS DISCUSSION: None.

XIV. ADJOURNMENT: **Cherie Averill Manner moved to adjourn the meeting, supported by Cassandra Cave. Motion carried unanimously.** The meeting was adjourned at 11:55 p.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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