



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

December 8, 2021

PRESENT:

Bailey Peglow	Eveleth-Gilbert/Chairperson
Jessica Meyer	Ely
Cathy Zelinski	Carry Over Parent
Cherie Averill Manner	AEOA Board Representative
Cody Barth	EHS East Range and Quad II
DaNeil Sirjord	Community Representative
Kaylie Hoover	Hermantown
Tara MacLaughlin	EHS Lake, Hermantown, Proctor
Zabrina Tweten	Virginia II
Charisse Salo	Program Manager
Connie Derickson	Program Manager
Ileigh Gorham	Disabilities & Mental Health Manager
Kristine Norberg	Health Manager
Meghan Winsor	Disabilities & Mental Health Manager
Christine DeGroote	Head Start Assistant Director
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

Carry Over Parent Kristin Schultz Excused
CHIC EHS & Northern Tier-Open
EHS Hibbing & Chisholm-Open
EHS West Range EHS-Open
Hibbing IV -Absent
Hibbing EHS Hibbing & Chisholm-Open
Mt. Iron Buhl-Excused
PSHB & EHS Quad 1-Absent
Two Harbors/Proctor-Open
Quad I & East Range-Open
Virginia I-Excused
Virginia III-Absent

The Policy Council meeting was held on December 8, 2021, at AEOA in the basement conference room and virtually via Zoom.

- I. **CALL TO ORDER:** Bailey Peglow, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:44 a.m. on Wednesday, December 8, 2021.
- II. **ROLL CALL:** Roll call was taken showing 8 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF October 6, 2021, POLICY COUNCIL MINUTES:** None.
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None.

VI. **ELECTION OF OFFICERS:**

Officer	Nominated	1 st	2 nd	Approved
CHAIRPERSON	Bailey Peglow	Cathy Zelinski	DaNeil Sirjord	Yes
VICE CHAIRPERSON	Cody Barth	DaNeil Sirjord	Kaylie Hoover	Yes
SECRETARY	Jessica Meyer	Cathy Zelinski	Kaylie Hoover	Yes
State Parent Affiliate (SPA)	Tara MacLaughlin	Tara MacLaughlin	Cathy Zelinski	Yes
SPA Alternate	Tabled			
PC Rep to the B.O.D.	Kaylie Hoover	Kaylie Hoover	DaNeil Sirjord	Yes

VII. **REPORTS:**

A. **DIRECTOR'S REPORT:** Skip reported that the Office of Head Start vaccine mandate for all Head Start staff will officially take affect 1/31/2022. Staff can apply for a medical or religious exemption. The program will consider any accommodations possible for those approved for a medical or religious exemption. The mandate is now in the Head Start Performance Standards. This mandate applies to volunteers in the classroom and other partners. There are still some questions regarding how this might apply to school partnerships, especially with Early Childhood Special Education Staff. We will be getting further guidance on this from the Office of Head Start.

On the Federal level, Build Back Better (BBB) funding is being discussed for additional Pre-K and Child Care services. BBB would make childcare more affordable for working families. The bill includes Universal Pre-K for all 3- and 4-year-olds. These funds will go through the States that choose to implement universal Pre-K. Head Start enrollments must be filled first in this new Universal

Pre-K system. If a state chooses not to apply for universal Pre-K, Head Start programs in that state can apply those funds. Universal Pre-K will focus on a mixed delivery system between Head Start, School Districts, and Child Care. If Congress approves BBB, full implementation for Universal Pre-K will be over six years.

We are expecting an in person Federal review sometime after January 2022. We will get a 45-day notice. We will let members know if we need to hold a special meeting during the review.

Our program is going to be moving some classrooms before fall 2022. Four Hibbing classrooms will be moving into the new expansion at the Washington school. The Ely classroom will be moving into a new classroom as part of large building remodel project by the school district. Plans are to move the Eveleth Gilbert into the Parkview Learning Center as promised by the school district. Proctor may be moving to a new temporary location as the Bayview Elementary School is running out of space. The Proctor School district is looking at adding classrooms to the Bayview Elementary school in the next few years.

Skip reported for the new Policy Council members the incident of a child left on the bus in September. The child is safe, still in our program, and continues to ride the bus. We self-reported the incident to the Licensing Division of the Minnesota Department of Human Services and to Region V Office of Head Start in Chicago. Licensing did an on-site investigation and completed this investigation on November 5, 2021 and required the program to do a Corrective Action to ensure that children will be supervised at all times and how it will be maintained in the future. A Corrective Action Plan was submitted to licensing on December 6, 2021.

The Region V Office is also investigating this incident and has provided our program with Training & Technical Assistance (T/TA) to work with us to ensure children are safe and not left unattended. With the assistance of the T/TA we have updated some of our policies, created a new Active Supervision Policy for Busing, and enhanced our health and safety procedures. We must also complete a Corrective Action Plan for Region V due no later than December 23, 2021.

Licensing received a report and is investigating an incident in March 2021 where the Bus Monitor left a child on the bus. The Bus Driver saw the child before leaving the facility and called to have a Head Start Staff person and took the

child off the bus. At no time was the child left unattended. The program investigated this incident and met with the Bus Monitor on the Bus Monitor procedures. We are waiting to see the report from licensing on this investigation. **Cathy Zelinski moved to accept the Director's Report, supported by Cherie Averill Manner. Motion carried unanimously.**

B. FINANCIAL REPORT:

Skip presented the financial statements.

SFY 2021 MN HEAD START GRANT: This grant for \$550,918.00 is for the period from July 1, 2021, through June 30, 2022, the Current Period Actual Expenditures are \$89,068.30; the YTD Expenditures are \$162,938.38; YTD Encumbrance is \$0.00; and the Balance is \$387,979.62. Spending of this grant is on target with our planned expenditures and projections.

FY 2021 FEDERAL HEAD START GRANT: This grant for \$2,702,957.00 for the period from April 1, 2021, through March 31, 2022. The Current Period Actual Expenditures are \$463,757.66; the YTD Actual Expenditures are \$1,314,058.93; YTD Encumbrance is \$10,446.40, and the Balance is \$1,378,451.67. Spending of this grant is on target with our planned expenditures and projections.

FY 2021 FEDERAL EARLY HEAD START GRANT: This grant for \$1,206,357.00 for the period from April 1, 2021, through March 31, 2022. The Current Period Actual Expenditures are \$190,166.83; the YTD Actual Expenditures are \$667,347.69; YTD Encumbrance is \$4,177.55, and the Balance is \$534,831.76. 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. **Cathy Zelinski moved to accept the Financial Reports, supported by Cherie Averill Manner. Motion carried unanimously.**

C. COMMUNITY RELATIONS REPORT: None.

D. AEOA BOARD MEETING October 20 and November 17, 2021: Skip reported the October meeting was the annual board meeting. AEOA and Head Start provided their annual reports. Emily Celley, AEOA Chief Financial Officer did a fiscal training with board members. A vaccine mandate was discussed. Housing is looking for more emergency shelter space in Hibbing. St. Louis County received 4 million in Covid Relief Funds. Transit will be purchasing a couple of electric busses. The agency is hosting a boot give away to children in need I our community.

Award recognition was given to Steven Taylor. He provides adult mental health services and partners with AEOA. There were several retirements and Board Officers were elected. Jeff Kletcher remains the Board Chairperson. Scott Zahorik, AEOA Executive Director had his performance review approved by the Board.

The November Executive Board Committee meeting implemented and approved the vaccine policy for the agency. AEOA will be hosting a fundraiser for the AEOA Foundation Fund in February, a bean bag tournament at the Mt. Iron Community Center. Resolutions passed included the CSBG grant application, storage, and food service. Upper Lakes Food was approved as the vendor for Senior Services. **Cherie Averill Manner moved to accept the AEOA Board of Director’s report supported by Cathy Zelinski. Motion carried unanimously.**

VIII. OLD BUSINESS:

- A. FY 2022 Funding Application:** Skip presented the proposed budget and Training & Technical Assistance plan for the Federal Grant for the next program year. A discussion was held on how the funds will be used and some of the changes planned. **Cathy Zelinski moved to approve the 2022 Funding Application supported by Cherie Averill Manner. Motion carried unanimously.**
- B. SCHOOL READINESS REPORTS:** None.
- C. PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

IX. NEW BUSINESS

- A. NEW HIRES:** Skip presented the following New Hires for members to approve.

NAME & POSITION	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Jessica Larson Eveleth-Gilbert Teacher Assistant	Cathy Zelinski	Zabrina Tweten	Approved
Arial Morse Hibbing 2 Classroom Assistant	Cathy Zelinski	Zabrina Tweten	Approved

B. POLICIES/PROCEDURES: Full Policies can be read at www.aeoa.org

Policy	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Active Supervision-Bus Transportation Policy	Cathy Zelinski	Zabrina Tweten	Approved
Transportation Policy	Cathy Zelinski	Zabrina Tweten	Approved
Attendance Policy	Cathy Zelinski	Zabrina Tweten	Approved

C. POLICY COUNCIL ORIENTATION MEETING SCHEDULE: Next meeting Wednesday, February 9, 2022. In person and virtual.

X. PARENT & COMMUNITY REPRESENTATIVE REPORTS: None

XI. MISCELLANEOUS DISCUSSION: None

XII. ADJOURNMENT: **Cherie Averill Manner moved to adjourn the meeting, supported by Cathy Zelinski. Motion carried unanimously. The meeting was adjourned at 11:50 a.m.**

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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