



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

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**February 14, 2018**

**PRESENT:**

Angela Walker	East Range EHS HB
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
Kristy Johnson	Virginia I
Sarah Koski	Hibbing II
Kirsten Klang	PSHB
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  
CHIC EHS Northern Tier EHS HB-Absent  
Chisholm I-Excused  
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  
Hibbing EHS HB & West Range HB-Absent  
Mesabi East-Open  
Mt. Iron Buhl-Absent  
Quad I & II-Absent  
Two Harbors - Open  
Virginia II-Excused  
Virginia III-Excused

The Policy Council meeting was held on February 14, 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 9:43 a.m. on Wednesday, February 14, 2018.
- II. **ROLL CALL:** Roll call was taken showing 8 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF December 6 , 2017 POLICY COUNCIL MINUTES:** None. **Diane Taylor moved to approve the December 6, 2017 Policy Council Minutes as written, supported by Cathy Zelinski. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None.
- VI. **REPORTS:**
- VII. **DIRECTOR’S REPORT:** Norman “Skip” Ferris III reported on the Federal level that the Head Start 2018-2019 budget passed. Head Start received additional funding to support Head Start programs that have been damaged by hurricanes. Nurse Home Visiting was extended 5 years and the Child Care Block Grant funding was doubled.

\$63 billion was given to the Appropriations Committee to award to discretionary priority programs. Head Start falls under this category. Skip will keep members updated as to where the funds will go, especially if some funds go to Head Start/EHS.

MHSA Head Start Heroes awards were announced and one of the awards was won by one of our EHS family’s. The award was given in honor of most significant changes made by a family in the last 12 months. The ceremony will be held in the twin cities on March 14<sup>th</sup> at the Minnesota Science Museum.

Skip presented the Program Information report to members for year 2016-2017. Skip summarized the reading of the report. Members are encouraged to contact Skip with any further questions they might have.

Because the AEOA Board of Director’s has delayed the 2<sup>nd</sup> phase of the AEOA salary increase not being executed this year, we have some extra dollars to spend. Skip recommended that Head Start purchase another van and 2 Spot Vision screeners. Our

Region V program specialist recommended that Skip do a budget revision in the current grant to purchase these items. The purchase of another van will help keep costs down on mileage reimbursements. **Cathy Zelinski moved to accept the budget revision to purchase another van and 2 vision spot screeners, supported by Diane Taylor. Motion carried unanimously.**

Skip recommended that members read the Director's reports in their folders on their own. **Diane Taylor moved to accept the Director's Report, supported by Angela Walker. Motion carried unanimously.**

**VIII. FINANCIAL REPORT:**

Skip presented the financial statements.

**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 \$120,254.59; the YTD Expenditures are \$326,580.62; YTD Encumbrance is \$10,594.90; and the Balance is \$289,732.48. 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 \$395,823.47; the YTD Actual Expenditures are \$1,977,532.33; the YTD Encumbrance is \$10,572.00; and the Balance is \$676,866.67. 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 \$130,468.81; the YTD Actual Expenditures are \$728,251.69; YTD Encumbrance IS \$0.00 and the Balance is \$355,518.31. 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 Angela Walker. Motion carried unanimously.**

**COMMUNITY RELATIONS MANAGER REPORT:** Jerry presented the enrollment report. We were down by 4 children at the end of January. We have families moving residences in and out of the area and Jerry has been busy transferring and enrolling.

The 2018 MHSA Parent conference will be held at Cragun's Resort in Brainerd on April 9-11<sup>th</sup>. 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 Cathy Zelinski, Motion carried unanimously.**

IX. **AEOA BOARD MEETING December 20, 2017:** Skip reported that the Board approved Head Starts Funding Application for 2018-2019. This included the reduction of children and incorporating additional sites to the 1020 hour schedule. Resolutions for the Funding Rural Aging Grant was approved. Ivy Manor is moving along with its restorations. The facility is looking really sharp with all of the much needed improvements. **Diane Taylor moved to accept the AEOA Board of Director's report supported by Angela Walker.**

X. **OLD BUSINESS:**

A. **PROGRAM SELF ASSESSMENT:** Skip will get members a copy of the final report.

B. **FY 2018 FUNDING APPLICATION UPDATE:** Skip reported that he is currently working on a revision to the funding application that needs to be submitted. Skip will keep members posted on the outcome.

C. **PARENT ACTIVITY FUND:** Policy Council members suggested Literacy and Fine Motor Skills as a possible activity. A decision was made to wait until after Kelly Hill and Kristine Norberg's presentation before finalizing. **Kristy Johnson moved to wait on making a decision until after the presentation supported by Sarah Koski. Motion carried unanimously.** After watching Kelly and Kristine's presentation, members made the decision to incorporate both Literacy and Fine Motor Skills as the activity fund topic for Head Start. Skip will send out an email to all and let them know the chosen subject for this year. **Diane Taylor moved to make Literacy and Fine Motor Skills this year's subject for the parent activity fund supported by Sarah Koski. Motion carried unanimously.**

D. **SCHOOL READINESS:** Kelly and Kristine presented the school readiness goals to members. A matrix was handed out to demonstrate the different goals for measuring different ages of children to make sure children are developing as they grow. Parents set their goals for their children and it allows us to see where those goals fit in with Head Start curriculum.

Head Start classrooms are interviewed so we can know what teachers want to see achieved by their students when they come into the classroom. Kindergarten teachers are also interviewed so we know what they expect when our kiddos transfer into their classrooms.

A. **PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

**XI. NEW BUSINESS:**

**A. NEW EMPLOYEE RECOMENDATIONS:** Skip recommended David Thiel for the Classroom Assistant position at Chisholm I. **Cathy Zelinski moved to accept the David Thiel for the Classroom Assistant position at Chisholm 1 supported by Diane Taylor. Motion carried unanimously.** Skip recommended Samantha Thammavongsa for the Mesabi East Classroom Assistant. **Angela Walker moved to accept the Samantha Thammavongsa for the Classroom Assistant position at Mesabi East supported by Diane Taylor. Motion carried unanimously.**

**B. RECRUITMENT & ENROLLMENT POLICIES/PROCDURES:** Jerry presented the following Policies & Procedures to members:  
The updated Policies can be located on our website at: [www.aeoa.org](http://www.aeoa.org) under Head Start.

<b>Policy</b>	<b>Motion to Accept</b>	<b>Motion Supported by:</b>	<b>Final</b>
Head Start Enrollment Point System	Kristy Johnson	Cathy Zelinski	Approved
EHS Enrollment Point System	Angela Walker	Diane Taylor	Approved
Eligibility Policy/Procedure	Angela Walker	Diane Taylor	Approved
2018/2019 Recruitment Plan	Diane Taylor	Angela Walker	Approved

**C. POLICY COUNCIL MEETING SCHEDULE Wednesday April 4, 2018-** at 9:30 a.m. at AEOA Conference Rooms 2 and 3.

**D. PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.

**XII. MISCELLANEOUS DISCUSSION:** The Health Professional candidate turned down the position so the position is still open. We have a possible candidate for the Disabilities & Mental Health Manger pending reference checks

**XIII. ADJOURNMENT:** **Angela Walker moved to adjourn the meeting, supported by Cathy Zelinski. Motion carried unanimously.** The meeting was adjourned at 11:54 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