



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES
February 6, 2019

PRESENT:

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

The Policy Council meeting was held on February 6, 2019 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 9:42 a.m. on Wednesday, February 6, 2019.
- II. **ROLL CALL:** Roll call was taken showing 8 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF December 5, 2018 POLICY COUNCIL MINUTES:** None. **Cherie Averill Manner moved to approve the December 5, 2018 Policy Council Minutes as written, supported by Kristin Schultz. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Under New Business add A. COLA and B. Pathway II Scholarship. **DaNeil Sirjord moved to approve the corrections to the agenda, supported by Kristin Schultz. Motion carried unanimously.**
- V. **CORRESPONDENCE:** Cathy Zelinski sent around a flyer for anyone interested in attending a free workshop on Dyslexia, Dysgraphia or SLD. It will be held on 2/26/19 at the Mt. Iron Community Center and 2/27/19 at the Park Hotel in Hibbing.
- VI. **DIRECTOR'S REPORT:** Norman "Skip" Ferris III reported that Head Start's funding was not affected by the recent government shut down.

On the state side, MN House of Representatives had its first bill, A Great Start of Minnesota's Children Act. It focuses on Birth to 3, pre-natal care, home visiting, early learning scholarships, and child care expansion funding. Voluntary pre-k and school readiness will be increased by 1000 children. To reduce the child care shortage, ½ of the funds must go to rural or greater Minnesota.

The Department of Human Services (DHS) will be making monitoring visits to our Ely, Mesabi East and Hibbing classrooms before the end of March.

The Disabilities and Mental Health Manager has resigned effective 2/8/19. Her position will be posted. One of our Behavior Specialists will be going out on medical leave 2/15/19.

Skip reminded members to RSVP to Tracy Sandnas' text message reminders for meetings so we can plan accordingly. **Rory Koch moved to accept the Director's Report, supported by Angela Walker. Motion carried unanimously.**

- VII. **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 \$54,324.64; the YTD Expenditures are \$354,083.86; YTD Encumbrance is \$0.00; and the Balance is \$255,670.14. 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 \$180,227.54; the YTD Actual Expenditures are \$1,821,605.66; the YTD Encumbrance is \$0.00; and the Balance is \$638,538.34. 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 \$82,810.10; the YTD Actual Expenditures are \$881,066.63; YTD Encumbrance IS \$0.00, and the Balance is \$309,574.08. 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. **Cherie Averill Manner moved to accept the Financial Reports, supported by Kristin Schultz. Motion carried unanimously.**

COMMUNITY RELATIONS MANAGER REPORT: Jerry reported that we are fully enrolled. We currently have openings in the East Range and Lake County areas. We are hoping to expand EHS services in the Duluth area pending approval from the current Duluth program.

Jerry passed presented Parent Conference information to all parents that are interested in attending. Priority will be given to first time parents. Jerry will know who will be attending by the end of February. **Angela Walker moved to accept the Community Relations Manager's report supported by Kristin Schultz, Motion carried unanimously.**

VIII. AEOA BOARD MEETING December 19, 2018: Skip reported there is an opening on the board. Cathy Zelinski gave a presentation on EHS Home Visiting and how it helped her child. Cathy recommended AEOA provide funds for Head Start to purchase portable DVD players to use on home visits. The board voted to provide \$2000 from the agency and Cathy and her husband matched the \$2000. The board approved 25 DVD players with any remaining funds to go towards books for the classroom. The agency presented a 2-year budget plan. Head Starts strategic planning and fund application were approved. Housing and Transit submitted vehicle purchase requisitions. Transit was approved to purchase the Curtis Oil property in Hermantown. Employment and Training was the featured

program **Cherie Averill Manner moved to accept the AEOA Board of Director's report supported by Kristin Schultz. Motion carried unanimously.**

IX. OLD BUSINESS:

- A. **FY 2019 FUNDING APPLICATION UPDATTE:** Skip reported that he and Chris DeGroot along with staff worked on the grant FY 19-20. The new format made it much easier to complete. We are now waiting for approval. Skip will keep members posted.
- B. **PARENT ACTIVITY FUND:** Policy Council members have come up with this year's theme for the parent activity fund. Each site will get \$25.00 to pay it forward, incorporate Acts of Kindness and Manners. **Angela Walker moved to accept this year's theme supported by Kristin Schultz. Motion carried unanimously.**
- C. **SCHOOL READINESS:** Kelly Hill presented the COR Advantage curriculum to members. School readiness outcomes for EHS were discussed. Ideas and activities to do with our children to strengthen our children's growth were also presented.
- D. **PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

X. NEW BUSINESS:

- A. **Cost of Living Adjustment (COLA):** Skip shared the COLA application and budget with members for a 1.77% federally funded COLA for 2019-2020. **Kristin Schultz moved to accept the COLA Application supported by Angela Walker. Motion carried unanimously.**
- B. **PATHWAY II SCHOLARSHIP APPLICAITON:** The application is out FY 2019-2020 and 2020-2021. Head Start is eligible to receive \$544,830. The application is due by the 15th of February. **Cherie Averill Manner moved to accept the Pathway II Scholarship Application supported by Angela Walker. Motion carried unanimously.**
- C. **RECRUITMENT & ENROLLMENT POLICIES/PROCEDURES:** Jerry and Skip presented the following for Policy Council Approval

Policy/Procedure	1st Motion	2nd Motion	Outcome
Eligibility	Angela Walker	Kristin Schultz	Passed
Enrollment 2019/2020	Angela Walker	Sara Koski	Passed
EHS Early Enrollment Point System 2019/2020	Angela Walker	Kristin Schultz	Passed
Head Start Enrollment Point System 2019/2020	Angela Walker	Kristin Schultz	Passed
Head Start Recruitment Plan 2019/2020	Angela Walker	Sara Koski	Passed
Hearing & Vision Screenings	Rory Koch	Kristin Schultz	Passed
Allergy Plan	Rory Koch	Cassie Adams	Passed
Child Health Status	Angela Walker	Cassie Adams	Passed
Administration of Medication to Children	Angela Walker	Sara Koski	Passed

The updated Policies will be located on our website at: www.aeoa.org under Head Start.

- D. **NEXT POLICY COUNCIL MEETING:** Next meeting Tuesday, April 2, 2019 at AEOA in conference rooms 2 and 3.
- E. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Ely will be hosting a Winter Festival and Spaghetti Feed.

XI. **MISCELLANEOUS DISCUSSION:** None.

XII. **ADJOURNMENT:** **Rory Koch moved to adjourn the meeting, supported by Angela Walker. Motion carried unanimously.** The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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