



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

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**February 8, 2017**

**PRESENT:**

|                          |  |
|--------------------------|--|
| Ami Keene                | Mesabi East                                |
| Cassandra Weber          | Chairperson & Mt. Iron Buhl                |
| Cathy Zelinski           | Policy Council Representative to the Board |
| Colleen Port             | Quad I and II EHS                          |
| Courtney Logan           | Virginia Toddler Center                    |
| Doris Wehrenberg         | CHIC EHS-Northern Tier EHS                 |
| Jennifer Solberg         | Chisholm II                                |
| Julie Louks              | Carry Over Parent                          |
| Kristy Johnson           | Virginia I                                 |
| Jerry Crittenden         | Community Relations Manager                |
| Tracy Sandnas            | Head Start Finance Supervisor              |
| Norman "Skip" Ferris III | Head Start Director                        |

**SITES NOT REPRESENTED OR EXCUSED:**

PSHB I and PSHB II-Absent  
AEOA Representative to the Board-Excused  
Babbitt-Excused  
Carry Over Parent-Absent  
Chisholm I-Excused  
Ely-Absent  
Eveleth-Gilbert-Excused  
HAP I - Excused  
HAP II-Absent  
Hermantown-Lake Cty EHS HB-Absent  
Hibbing EHS HB & West Range HB-Open  
Hibbing I -Open  
Hibbing II-Absent  
Hibbing III -Absent  
Hibbing IV -Absent  
Two Harbors - Open  
PSHB-Hibbing Sites-Absent  
PSHB I & East Range EHS-Open  
Virginia II-Absent  
Virginia III Center-Absent

The Policy Council meeting was held on February 8, 2017 at AEOA in Conference rooms 2 & 3, Virginia, Minnesota.

- I. **CALL TO ORDER:** Cassondra Weber, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:35 a.m. on Wednesday, February 8, 2017.
- II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 10 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF December 7, 2016 POLICY COUNCIL MINUTES:** **Cathy Zelinski moved to approve the December 7, 2016 Policy Council Minutes as written, supported by Ami Keene. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Under New Business add Pathway II Scholarships and Policies and Procedures. **Cathy Zelinski moved to add Pathway II Scholarships and Policies and Procedures under New Business, supported by Ami Keene. Motion carried unanimously.**
- V. **CORRESPONDENCE:** None
- VI. **REPORTS:**
- VII. **DIRECTOR'S REPORT:** Norman "Skip" Ferris III reported that he participated in the Building a Future for Head Start Webinar. Topics discussed were Reauthorizing Head Start and Block Granting. Betsy DeVos was nominated as the new Education Secretary. Head Start is categorized under Health and Human Services not Education. Head Start is concerned with protecting our current funding. Our Senators and Representatives are very supportive of our Head Start programs, but it is still good to thank them for their support.

We are currently working with the Proctor School and how we can better serve children in that community. Our planning in Virginia continues to integrate Head Start with their Early Childhood Program. Skip will be meeting with the Eveleth-Gilbert Superintendent. Eveleth-Gilbert is looking into the possibility of a new building. Two Harbors also wants to partner with us and we plan to have a blended classroom in the Fall.

Skip went through the second scoring period results of the Head Start School Readiness Outcomes with members. There is steady growth in all areas. Opportunities for improvements are in Phonological Awareness, Reading, and Patterns (Mathematics).

**Cathy Zelinski moved to accept the Director's Report, supported by Doris Wehrenberg. Motion carried unanimously.**

**VIII. FINANCIAL REPORT:**

Jim Glancy, the Director of Executive Services presented the 2016 Independent Auditor's Report to members. Explanations of Financial Statements and Supplementary Information were discussed. **Doris Wehrenberg moved to accept the 2016 Independent Auditor's Reports, supported by Julie Louks. Motion carried unanimously.**

Skip presented the financial statements.

**SFY 2016 MN HEAD START GRANT:** This grant for \$629,739.00 is for the period from July 1, 2016, through June 30, 2017, the Current Period Actual Expenditures are \$119,536.40; the YTD Expenditures are \$338,786.21; YTD Encumbrance is \$3700.00; and the Balance is \$287,252.79. Spending of this grant is on target with our planned expenditures and projections.

**FY 2016 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of \$2,062,935.00 is for the period from April 1, 2016, through March 31, 2017. The Current Period Actual Expenditures are \$338,379.73; the YTD Actual Expenditures are \$1,384,910.29; the YTD Encumbrance is \$0; and the Balance is \$506,269.79. Spending of this grant is on target with our planned expenditures and projections.

**FY 2016 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of \$1,073,273.00 is for the period from April 1, 2016, through March 31, 2017. The Current Period Actual Expenditures are \$137,750.59; the YTD Actual Expenditures are \$687,367.50; YTD Encumbrance IS \$0 and the Balance is \$293,458.56. Spending of this grant is on target with our planned expenditures and projections.

**CREDIT CARD REPORT:** Skip presented the credit card report. Credit card expenditures and payments were reviewed. **Julie Louks moved to accept the Financial Reports, supported by Doris Wehrenberg. Motion carried unanimously.**

- IX. COMMUNITY RELATIONS MANAGER REPORT:** Jerry presented the enrollment report. We were fully enrolled in January. A discussion was held. Jerry presented the upcoming MHSA Parent Engagement Event at Cragun's in Brainerd, MN. The event is open for members to attend. Jerry passed around a sign-up sheet for members that are interested in attending. Jerry brought signs and handouts for recruiting for members. Policy Council members may put signs in their yards, but public lands are not an option for us to post our signs. **Cathy Zelinski moved to accept the Community Relations Manager's report, supported by Doris Wehrenberg. Motion carried unanimously.**

**AEOA BOARD MEETING- December 21, 2016:** Jeff Kletcher held his first AEOA Board Meeting as the newly elected Chairperson. Head Starts 2017-2018 Federal Grant Application was approved. Skip gave a presentation to the board on the new Head Start Program Performance Standards. **Doris Wehrenberg moved to accept the AEOA Executive Committee Meeting Report, supported by Julie Louks. Motion carried unanimously.**

**X. OLD BUSINESS**

**A. DURATION OF SERVICES GRANT:** Skip presented the approval of the Duration of Services Grant to members. He will be ordering 3 new busses for transportation and playground equipment as part of the grant startup funding.

**B. FY 2017 FUNDING APPLICATION:** Skip reported that the grant has been submitted along with all of the requested revisions.

**C. PARENT ACTIVITY FUND-\$25.00 TO EACH SITE:** A topic discussion was held by members. Members decided to go with STEAM again with an added twist from last year. The Policy Council would like sites to incorporate 2 or more aspects of STEAM into the site activity chosen.

**D. SCHOOL READINESS:** None.

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

**XI. NEW BUSINESS:**

**A. ERSEA MONITORING:** Our review is scheduled for the week of March 13, 2017. Specific dates are yet to be determined.

- B. RECRUITMENT POLICIES, PLAN, & POINT SYSTEM:** Jerry presented the following for members to approve. All changes made were to comply with our new Head Start Program Performance Standards. The updated Policies can be located on our website at: [www.aeoa.org](http://www.aeoa.org) under Head Start.

| <b>Policy, Plan, Point System</b> | <b>Motion to Accept</b> | <b>Motion Supported by:</b> | <b>Final</b> |
|-----------------------------------|-------------------------|-----------------------------|--------------|
| Eligibility                       | Julie Louks             | Doris Wehrenberg            | Approved     |
| Enrollment 2017-2018              | Cathy Zelinski          | Doris Wehrenberg            | Approved     |
| HS Enrollment Point System        | Ami Keene               | Cathy Zelinski              | Approved     |
| EHS Enrollment Point System       | Julie Louks             | Doris Wehrenberg            | Approved     |
| HS Recruitment Plan               | Julie Louks             | Doris Wehrenberg            | Approved     |

- C. POLICES AND PROCEDURES:** Tabled until the next meeting.
- D. PATHWAY II SCHOLARSHIPS:** Skip asked for members to approve submitting the Pathway II Scholarship Application for funding. This is a 2 year funding application in the amount of \$272,415 per year for FY 2018 & FY 2019. **Cathy Zelinski moved to accept the Pathway II Scholarship Application, supported by Doris Wehrenberg. Motion carried unanimously.**
- E. POLICY COUNCIL BY-LAWS:** Skip met with the Policy Council Executive Committee on 2/1/17 at AEOA. The committee discussed and updated our By-Laws to reflect the new Head Start Program Performance Standards. **Cathy Zelinski moved to accept the Unofficial Executive Committee Meeting Minutes, supported by Doris Wehrenberg. Motion carried unanimously.** Skip presented the changes to members that were highlighted in red. Members are encouraged to read the changes before the next meeting and bring any concerns back at that time. A discussion was held on an Emergency Meeting process. Skip will send out the wording to members for review prior to our next meeting in April regarding voting by mail/e-mail/texting.
- F. PROGRAM SELF-ASSESSMENT-** Skip informed members that we will be changing our process to reflect the new Head Start Program Performance Standards. He will have more information at the next meeting.
- G. HEAD START REDUCTION:** Skip informed members that the Head Start ID Management Team will be looking at the possibility of reducing the number of Head Start children we serve as well as the number of 3 year olds we should serve

in the near future due to the Universal Pre-K program. Skip will keep members informed.

- H. **POLICY COUNCIL MEETING SCHEDULE Wednesday April 5, 2017-** at 9:30 a.m. at AEOA in the conference room in the basement.
- I. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.
  
- XII. **MISCELLANEOUS DISCUSSION:** None.
- XIII. **ADJOURNMENT: Cathy Zelinski moved to adjourn the meeting, supported by Ami Keene. Motion carried unanimously.** The meeting was adjourned at 12:05 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