



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

February 9, 2022

PRESENT:

Bailey Peglow	Eveleth-Gilbert/Chairperson
Cherie Averill Manner	AEOA Board Representative
Cody Barth	EHS East Range and Quad II
DaNeil Sirjod	Community Representative
Jessica Meyer	Ely
Kaylie Hoover	Hermantown
Stacey Cordle	CHIC EHS & Northern Tier
Tara MacLaughlin	EHS Lake, Hermantown, Proctor
Zabrina Tweten	Virginia II
Charisse Salo	Program Manager
Connie Derickson	Program Manager
EHS HB Educators	EHS
Family Support Staff	Head Start
Ileigh Gorham	Disabilities & Mental Health Manager
Kelly Garrity	EHS Program Manager
Meghan Winsor	Disabilities & Mental Health Manager
Christine DeGroote	Head Start Assistant Director
Tracy Sandnas	Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:

CHIC EHS & Northern Tier-Open
EHS Hibbing & Chisholm-Open
EHS West Range EHS-Open
Hermantown-Excused
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
Skip Ferris Head Start Director-Excused
Virginia I-Excused
Virginia II-Absent
Virginia III-Open

The Policy Council meeting was held on February 9, 2022, virtually via Zoom.

- I. **CALL TO ORDER:** Bailey Peglow, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:30 a.m. on Wednesday, February 9, 2022.
- II. **ROLL CALL:** Roll call was taken showing 7 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF December 9, 2021, POLICY COUNCIL MINUTES:** **Tara MacLaughlin moved to accept the December 9, 2021 minutes, supported by Cody Barth. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None.
- VI. **REPORTS:**
 - A. **DIRECTOR'S REPORT:** Chris DeGroot shared the monthly on-going monitoring report with members. She shared the various expected outcomes for our program and school readiness goals.

Skip Ferris continues to work with the Hibbing School District on the expansion project at Washington School. Skip had a tour of the new Early Childhood Facility. The new addition will be ready for classes in the fall of 2022. The Ely School District continues to work on their building/remodeling project. Skip toured the new Head Start classroom and it will also be ready for classes in the fall of 2022.

The Head Start/EHS Management Team finished the required Program Self-Assessment and review of our Goals, Objectives, and Action Steps in December. This work was included in our FY 2022 funding application to the Office of Head Start.

The MN Department of Human Services completed their licensing investigation into the bus incident where a child was left unattended on the bus. The corrective action was accepted, and no further action is needed.

The AEOA and Head Start vaccine mandate went into effect on February 1, 2022. **Cherie Averill Manner moved to accept the Director's Report, supported by Cassie Adams. Motion carried unanimously.**

B. FINANCIAL REPORT:

Chris 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 \$48,556.11; the YTD Expenditures are \$307,338.66; YTD Encumbrance is \$0.00; and the Balance is \$243,579.34. 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 \$264,308.70; the YTD Actual Expenditures are \$1,854,006.30; YTD Encumbrance is \$0.00, and the Balance is \$941,950.70. 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 \$94,105.84; the YTD Actual Expenditures are \$905,114.53; YTD Encumbrance is \$0.00, and the Balance is \$301,242.47. Spending of this grant is on target with our planned expenditures and projections.

CREDIT CARD REPORT: Chris went over the monthly credit card report with members. **Cassie Adams moved to accept the Financial Reports, supported by Stacey Cordle. Motion carried unanimously.**

- C. COMMUNITY RELATIONS REPORT:** Jerry reported that we continue to be under enrolled in both Head Start and Early Head Start. This is due to the continued Covid-19 pandemic and continued expansion of preschool through school districts. We continue to recruit additional children and families. Recruitment training was held for our Family Support Specialists and EHS Home Base Educators in January. **Cherie Averill Manner moved to accept the Community Relations Reports, supported by Cassie Adams. Motion carried unanimously.**

- D. AEOA BOARD MEETING DECEMBER 15, 2022:** Tabled until the next meeting. **Cherie Averill Manner moved to table the AEOA Board of Director's report until the next meeting supported by Cassie Adams. Motion carried unanimously.**

VII. OLD BUSINESS:

- A. ELECTION SPA ALTERNATE (TABLED FROM 12/8/21 MEETING):** Bailey Pommier nominated Cassie Adams and she was 2nd by Tara MacLaughlin. **Stacy Cordle moved to approve Cassie Adams for the SPA Alternate supported by Tara MacLaughlin. Motion carried unanimously.**

- B. **SCHOOL READINESS REPORTS:** Kelly Garrity reported on the EHS ongoing assessment outcomes report. Our kiddos scores have dropped lower due to Covid-19. The second period report is improving due to in person services back in operation.
- C. **PARENT FAMILY COMMUNITY ENGAGEMENT:** Kelly Garrity reported on the family outcomes report. The highest needs areas for our families are food and health insurance. Head Start and EHS staff are sharing the “Help me Connect” and “Bridge to Benefits” website to give families access to many resources. We will be sharing a Parent Power ongoing parenting series with all our parents.

VIII. NEW BUSINESS

- A. **RECRUITMENT & ENROLLMENT POLICIES/PROCEDURES/POINT SYSTEM:** Jerry Crittenden Presented the following for members to approve.
Full Policies can be read at www.aeo.org

Policy	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Eligibility Policy	Stacey Cordle	Tara MacLaughlin	Approved
Enrollment Policy	Stacey Cordle	Cassie Adams	Approved
EHS Enrollment Point System	Cherie Averill Manner	Cody Barth	Approved
Head Start Enrollment Point System	Stacey Cordle	Cody Barth	Approved
Recruitment Plan FY 22/23	Stacey Cordle	Tara MacLaughlin	Approved
Ongoing Monitoring Policy	Cody Barth	Stacey Cordle	Approved

- B. **VEHICLE PURCHASE:** Chris presented the purchase of 6 Chevrolet Traverse SUV’s to members. There are excess funds available due to staff shortages not filled FY 21. The total cost will be \$198,312. The vehicles can be ordered on March 24, 2022. The building of these vehicles will not begin until July or August of 2022. These vehicles will make travel safer for our staff in the winter months. **Tara MacLaughlin moved to approve the purchase of 6 SUV’s supported by Cody Barth. Motion carried unanimously.**

- C. **POLICIES AND PROCEDURES:** Chris presented.
Full Policies can be read at www.aeo.org

Policy	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Ongoing Monitoring Policy	Cody Barth	Stacey Cordle	Approved

D. POLICY COUNCIL MEETING SCHEDULE: Next meeting Wednesday, April 13, 2022.
In person and virtual.

IX. PARENT & COMMUNITY REPRESENTATIVE REPORTS: A discussion was held on the Distance Learning has been going on in our sites that have had to quarantine due to positive Covid-19 tests.

X. MISCELLANEOUS DISCUSSION: NEW HIRE:

NAME & POSITION	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Nadine Blixt Chisholm EHS Home Base Educator	Cassie Adams	Cody Barth	Approved

XI. ADJOURNMENT: Cody Barth moved to adjourn the meeting, supported by Stacey Cordle. Motion carried unanimously. The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Christine Degroote, Head Start Assistant Director