



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

June 2, 2021

PRESENT:

Bailey Peglow	Eveleth-Gilbert/Chairperson
Cherie Averill Manner	AEOA Board Representative
Cathy Zelinski	Carry Over Parent
DaNeil Sirjod	Community Representative
Kristen Schultz	Carry Over Parent
Amanda Gwash	Family Support Specialist
Barb Fedora	Education Manager
Charisse Salo	Program Manager
Connie Derickson	Program Manager
Ileigh Gorham	Disabilities & Mental Health Manager
Jerry Crittenden	Family Svc Community Relations ERSEA Manager
Kelly Hill	EHS Program Manager
Meghan Winsor	Disabilities & Mental Health Manager
Steph Wesley	Family Support Specialist
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 Doris Wehrenberg -Absent
CHIC EHS & Northern Tier-Absent
Chisholm & West Range EHS-Absent
East Range EHS-Open
Ely Representative-Excused
Hermantown & Lake County -Excused
Hibbing IV -Open
Hibbing EHS HB & PSHB-Absent
Mt. Iron Buhl-Open
Two Harbors/Proctor-Open
Quad I & East Range-Absent
Quad 2-Open-no site currently
Virginia I & III Representative-Open

The Policy Council meeting was held on June 2, 2021 virtually via Zoom during the COVID-19 pandemic.

- I. **CALL TO ORDER:** Bailey Peglow Chairperson called the Arrowhead Head Start Policy Council Meeting to order at 9:40 a.m. on Wednesday, June 2, 2021.
- II. **ROLL CALL:** Roll call was taken showing 5 members present. A quorum was not established. Policy Council bylaws state in 4.7(g), *When a quorum is not established for a scheduled meeting, a Policy Council member may make a motion to conduct an official meeting with those members present so important business can be done. The motion must receive a second and passed unanimously by those in attendance. If approved, the meeting shall be deemed official. Decisions and rulings shall stand. If the motion lacks a second or is not passed unanimously, then an official meeting will not take place and no decisions will be made.* **Cherie Averill Manner moved to conduct an official meeting, supported by Kristen Schultz. Motion carried unanimously.**
- III. **CORRECTION/APPROVAL OF April 7, 2021 POLICY COUNCIL MINUTES:** None. **Cherie Averill Manner moved to approve the April 7, 2021 Policy Council Minutes as written, supported by Kristen Shultz. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Skip asked to delete the State FY 2021 Funding Application Update under Old Business as this was mistakenly put on the agenda. **DaNeil Sirjord moved to approve the agenda with correction, supported by Kristen Shultz. Motion carried unanimously.**
- V. **CORRESPONDENCE:** None.

VI. **ELECTION OF OFFICERS:**

Secretary	Tabled		
SPA Alternate	Tabled		

VII. **REPORTS:**

- A. **DIRECTOR’S REPORT:** Skip reported that programs received guidance from the Office of Head Start (OHS) on their expectations for this year. Programs must work to be at full enrollment with in-person learning for classrooms and home visits. OHS will monitor enrollments starting in September but will “start the clock” in January if programs are under enrolled. If a program is under enrolled for four (4) months in a row, the program will go on an Enrollment Plan. Enrollment plans last between 12 and 24 months. If at the end of the plan a

program is still under enrolled, then OHS may reduce funding and reduce the number of children served. OHS will not allow virtual/remote learning as a primary option. This could be used in emergency or disaster situations.

Early Head Start Home Visitors and Family Support Specialists started moving back to in-person services on June 1. All safety protocols must be followed, and staff are encouraged to meet with families outdoors when possible.

AEOA is putting together a return-to-work plan for office staff. Department Director's will be returning on June 17th and office/management staff return on July 1st. The Virginia AEOA building will be open to the public on July 1st and appointments are strongly encouraged.

Our program was set to receive \$57,000 to do a 100-hour summer program for 12 children this summer. However, we could not find 12 children/families that wanted to participate so we will not be offering a program this summer. However, with funds from the American Rescue Plan, we will be offering a couple of summer programs in 2022. **DaNeal Sirjord moved to accept the Director's Report, supported by Kristen Schultz. Motion carried unanimously.**

- B. DAVE ZELINSKI MEMORIAL PUPPET DONATIONS:** Skip shared the donations that were donated to Head Start in memory of Dave. Dave & Cathy Zelinski generously donated funds to purchase all the puppets and accessories to implement the puppet presentations in our Head Start classrooms. Dave will be sadly missed by all who knew him.

- C. FINANCIAL REPORT:**
Skip presented the financial statements.

SFY 2020 MN HEAD START GRANT: This grant for \$559,482.40 is for the period from July 1, 2020, through June 30, 2021, the Current Period Actual Expenditures are \$2,074.70; the YTD Expenditures are \$400,869.73; YTD Encumbrance is \$4,125.00; and the Balance is \$154,487.67. Spending of this grant is on target with our planned expenditures and projections.

FY 2021 FEDERAL EARLY HEAD START GRANT: This grant for \$2,671,459.00 for the period from April 1, 2021, through March 31, 2022. The Current Period Actual Expenditures are \$181,493.92; the YTD Actual Expenditures are \$181,493.92; YTD Encumbrance is \$7,400.00, and the Balance is \$2,482,565.08. Spending of this grant is on target with our planned expenditures and projections.

FY 2021 FEDERAL EARLY HEAD START GRANT: This grant for \$1,192,171.00 for the period from April 1, 2021, through March 31, 2022. The Current Period Actual Expenditures are \$52,054.31; the YTD Actual Expenditures are \$52,054.31; YTD Encumbrance is \$3,700.00, and the Balance is \$1,136,416.69. Spending of this grant is on target with our planned expenditures and projections.

D. FY 2020 CLOSEOUT FISCAL REPORT:

FY 2020 FEDERAL PRESCHOOL HEAD START GRANT: This grant for \$2,809,678.00 for the period from April 1, 2020, through March 31, 2021, was closed out on April 30, 2021. A carry over amount of \$60,392 out of the Covid funds will be included in the FY 2021 Federal Head Start Grant.

FY 2020 FEDERAL EARLY HEAD START GRANT: This grant for \$1,262,470.00 for the period from April 1, 2020, through March 31, 2021, was closed out on April 30, 2021. A carry over amount of \$4,400.00 out of the Covid funds will be included in the FY 2021 Federal Head Start Grant.

CREDIT CARD REPORT: Skip went over the monthly credit card report with members. **Kristen Schultz moved to accept the Financial Reports, supported by DaNeal Sirjord. Motion carried unanimously.**

E. COMMUNITY RELATIONS MANAGER REPORT/SITE SELECTION FOR 2021-2022:

Jerry presented the enrollment report. Due to COVID-19 our enrollments were down in 2020-2021. We will be working hard on getting to full enrollment for the 2021-2022 school year. Commercials are being created by the Northern Lights Cluster to share with Head Start programs for recruiting students. The Head Start and Early Head Start sites will remain the same for 2021-2022 as they were for 2020-2021. **Kristen Schultz moved to accept the Community Relations Manager's report and selection of Head Start/Early Head Start sites for 2021-2022, supported by Cherie Averill Manner, Motion carried unanimously.**

F. AEOA BOARD MEETING February 17, 2021:

Skip reported on the May 19, 2021 Executive Committee meeting. Scott Zahorik, Executive Director, reported that May is Community Action month; still in the process of hiring an IS Director and going with a service for recruiting; resignation of the Planning Director; continuation of the food event; remodeling projects at AEOA and Bill's House updates. Skip presented the 2021-2022 Transportation Waiver for approval. Department Director's provided the Board with an update on their programs as we get through this pandemic. **Cherie Averill Manner moved to accept the AEOA Board of Director's report supported by Kristen Schultz. Motion carried unanimously.**

VIII. OLD BUSINESS:

- A. **FY 2021 COLA GRANT UPDATE:** Skip reported that the FY 2021 COLA application was submitted on the Head Start Enterprise System (HSES) and we are waiting for approval from the Office of Head Start.
- B. **TRANSPORTATION WAIVER:** Skip reported that the Transportation Waiver was approved via and email/text message vote by members. The email/text vote was nine (9) ayes and zero (0) nays. The transportation waiver was approved for submission.
- C. **SCHOOL READINESS REPORTS:** Kelly Garrity shared the EHS School Readiness reports with members. Children scored lower in all categories due to services delivered virtually instead of in person. Not all items in COR were able to be observed for every child due to technology and social distancing and the matched data sets reporting filter with the COR system did not work accurately throughout the year. Barb Fedora presented the Head Start School Readiness reports with members. 53% of our kiddos entering kindergarten this fall are school ready. This is down from previous years due to the mix of in-person/virtual learning. Classroom sizes were limited due to social distancing guidelines which limited the number of days in the classroom.
- D. **PARENT FAMILY COMMUNITY ENGAGEMENT: PARENT SURVEY RESULTS**
Chris DeGroot shared the parent survey results with members. Our parents had very positive feedback after a very difficult year amidst the pandemic. Staff did a great job during difficult times.

IX. NEW BUSINESS

- A. **STATE FY 2022 FUNDING APPLICATION:** Skip reviewed the current funding allocation for the SFY 2022 Minnesota Head Start application. The current FY 2022 allocation is \$966 less than last year's allocation. This allocation will allow us to serve an additional 15 Early Head Start children and 30 Head Start children. This is a preliminary application as the Minnesota Legislature will be negotiating a budget in a June Special Session and our allocation could remain the same or we could receive more funding or less funding. The Minnesota Department of Education will let us know if we need to make any changes to our application based on the final budget. **DaNeal Sirjord moved to approve the state funding application and make any necessary changes requested by the Minnesota Department of Education based on the final state budget, supported by Kristen Schultz. Motion carried unanimously.**
- B. **CRSSA & AMERICAN RESCUE PLAN FUNDS FOR HEAD START:** Skip reviewed the plans for the one-time CRSSA & American Rescue Plan funding. This funding is for the period April 1, 2021, through March 31, 2023.

- C. **POLICIES/PROCEDURES:** Jerry Crittenden, Kelly Garrity, Barb Fedora, and Chris Degroote presented the following Policies and Procedures for members to approve. The full Policy and Procedures can be found on our website www.aeo.org for members to read.

NAME	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Participant Records-Accessing & Releasing of Information	DaNeal Sirjord	Kristen Schultz	Approved
Services to Enrolled Women	Kristen Schultz	DaNeal Sirjord	Approved
Virtual & Remote Services Policy	DaNeal Sirjord	Kristen Schultz	Approved
Delete Individualization of Programming for Enrolled Pregnant Women	Kristen Schultz	DaNeal Sirjord	Approved
Curriculum Policy	DaNeal Sirjord	Cherie Averill Manner	Approved
Staff Scholarship for Financial Support Policy	Cherie Averill Manner	DaNeal Sirjord	Approved
Delete CDA Credential Training Policy	Cherie Averill Manner	DaNeal Sirjord	Approved
Program Standards of Conduct	DaNeal Sirjord	Kristen Schultz	Approved

- D. **POLICY COUNCIL MEETING SCHEDULE:** Next meeting Wednesday, August 4, 2021. This will be either a virtual meeting through Zoom or we may be able to meet again in person.

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

XI. **MISCELLANEOUS DISCUSSION:** None.

XII. **ADJOURNMENT:** Cherie Averill Manner moved to adjourn the meeting, supported by Kristen Schultz. 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, Head Start Director