



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

June 3, 2020

PRESENT:

Cassie Adams	Virginia I
Cathy Zelinski	Carry Over Parent
Cherie Averill Manner	AEOA Board Representative
DaNeil Sirjord	Community Representative
Kristen Schultz	Carry Over Parent
Rory Koch	Community Representative
Charisse Salo	Program Manager
Connie Derickson	Program Manager
Ileigh Gorham	Disability & Mental Health Manager
Jerry Crittenden	Family Svc Community Relations ERSEA Manager
Kelly Hill	EHS Program Manager
Kristine Norberg	Health Manager
Meghan Winsor	Disability & Mental Health Manager
Christine DeGroote	Head Start Assistant Director
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

Babbitt-Open
Chairperson/Hibbing I,II,III-Excused
Chisholm & Northern Tier EHS-Excused
East Range EHS-Excused
Eveleth-Gilbert-Open
Hermantown-Absent
Hermantown-Lake Cty EHS HB-Open
Hibbing & CHIC EHS-Excused
Hibbing IV -Open
Mt. Iron Buhl-Open
Policy Council Rep to the Board-Excused
Quad I and II-Excused
Sarah Koski-Carry Over Parent-Absent

Two Harbors/Proctor-Excused
Virginia II-Absent
Virginia III-Excused
West Range & PSHB-Absent

The Policy Council meeting was held on June 3, 2020 virtually via GoTo Meeting during the COVID-19 pandemic.

- I. **CALL TO ORDER:** Cassie Adams, SPA Representative, served as Policy Council chair as the Chair, Vice-Chair, and Secretary were unable to attend the meeting. Cassie called the Arrowhead Head Start Policy Council Meeting to order, at 9:40 a.m. on Wednesday, June 3, 2020.
- II. **ROLL CALL:** Roll call was taken showing 6 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.” **Rory Koch moved to conduct an official meeting, supported by Cathy Zelinski. Motion carried unanimously.**
- III. **CORRECTION/APPROVAL OF February 5, 2020 POLICY COUNCIL MINUTES:** None. **Kristin Schultz moved to approve the February 5, 2020 Policy Council Minutes as written, supported by Cathy Zelinski. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None.
- VI. **REPORTS:**
 - A. **DIRECTOR’S REPORT:** Skip reported that the vote to approve the Federal Cost of Living of 2% and Quality Improvement application was approved via text and email voting in regulation with our by-laws. Our centers have been closed since March 18, 2020, when the school districts closed their classrooms because of COVID-19. Since all our classrooms except Hibbing are located in school buildings, we were required to follow the school districts decisions to close our classrooms. Our Head Start/Early Head Start staff have been working with families remotely. Class Do Jo has been implemented as a way of communicating with our families. In the last five weeks, 335 messages and 581 videos were shared between our staff and families. We will continue to use

ClassDoJo this fall, whether we are still providing services remotely or if we are back into the classrooms. ClassDoJo is an efficient way of communication with and from families.

The Management Team is working on different scenarios for this fall from opening our classrooms, smaller class sizes, remote learning, or a combination of classroom/remote learning. Because of the uncertainty of this virus, Skip wants the program to be prepared to implement a system that will maximize the work for children and families.

Our recent Focus Area One (FA 1) Review and our Child and Adult Food Care Program (CACFP) were done virtually in April. The FA 1 Review was conducted through daily conference calls the week of April 20, 2020. Each day we covered one of the 5 major areas of the FA1. Overall, the process went well and the reviewer indicated that she had no concerns. We will get a summary report in a few weeks on the FA1. We are expecting our onsite Focus Area Two (FA2) Review next year.

The CACFP review went well. We had a few minor corrective actions and we are working on our corrective action and management plans to correct in response to these findings. The corrective action plan is due on June 8, 2020. The meal observation was not done due to COVID-19 and our sites were all closed. A meal observation could take place this fall if our classrooms are open.

We have almost moved all of things out of the Hermantown Area Family Resource Center where we have been for the last 25 years. Our Hermantown classroom is moving to the new Hermantown Community Learning Center with the Hermantown schools where we plan to open our new classroom this fall. Our Hermantown office will be relocating across the highway to the former Curtis Oil Building that is now owned by Arrowhead Transit.

The EHS Expansion funding application is scheduled to be released on June 10th with applications due by August 9th. We are looking at expanding our services, especially into the City of Duluth where are approved to provide Federal Early Head Start. At this time we are planning to write to expand Early Head Start Home Base services in Duluth. Skip has also contacted the Hibbing Community College and Mesabi Range College to see if there is an interest in putting in

toddler centers in those campuses, which we would include in the EHS expansion application.

Rory Koch moved to accept the Director's Report, supported by Kristen Schultz. Motion carried unanimously.

B. FINANCIAL REPORT:

Skip presented the financial statements and the 2019 Federal and EHS Grants were closed out.

SFY 2020 MN HEAD START GRANT: This grant for \$589,286.00 is for the period from July 1, 2019, through June 30, 2020, the Current Period Actual Expenditures are \$151,634.16; the YTD Expenditures are \$529,268.86; YTD Encumbrance is \$0.00; and the Balance is \$60,017.14. Spending of this grant is on target with our planned expenditures and projections.

FY 2019 FEDERAL PRESCHOOL HEAD START GRANT: This grant for \$2,503,170.00 for the period from April 1, 2019, through March 31, 2020. The Current Period Actual Expenditures are \$2,416,036.07; the YTD Actual Expenditures are \$2,416,036.07; the YTD Encumbrance is \$0.00; and the Balance is \$87,133.93. This grant was closed out on April 30, 2020.

FY 2019 FEDERAL EARLY HEAD START GRANT: This grant for \$1,132,807.00 for the period from April 1, 2019, through March 31, 2020. The Current Period Actual Expenditures are \$1,219,940.93; the YTD Actual Expenditures are \$1,219,940.93; YTD Encumbrance IS \$0.00, and the Balance is \$(87,133.93). This grant was closed out on April 30, 2020.

FY 2020 FEDERAL PRESCHOOL HEAD START GRANT: This grant for \$2,503,170.00 for the period from April 1, 2020, through March 31, 2021. The Current Period Actual Expenditures are \$164,514.45; the YTD Actual Expenditures are \$164,514.45; the YTD Encumbrance is \$0.00; and the Balance is \$2,338,655.55. Spending of this grant is on target with our planned expenditures and projections.

FY 2020 FEDERAL EARLY HEAD START GRANT: This grant for \$1,132,807.00 for the period from April 1, 2020, through March 31, 2021. The Current Period Actual Expenditures are \$61,811.74; the YTD Actual Expenditures are \$61,811.74; YTD Encumbrance IS \$0.00, and the Balance is \$1,070,995.26. 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. **Rory Koch moved to accept the Financial Reports, supported by DaNeil Sirjord. Motion carried unanimously.**

- C. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry presented the new recruitment report. He has reformatted his report to show the children that have been accepted, the children that are repeaters and the children that are on the waiting list. We are currently processing the first mass acceptance and Jerry shared the application numbers we currently have. We will continue this process throughout the summer.

Jerry and Kelly Hill will be working on new acceptances for EHS. The Family Support Specialists will be returning from lay off after the 4th of July to continue recruiting and working with families. A discussion was held in regards to unemployment being an issue for over income guidelines. Jerry reported that income is not counted for the stimulus checks and Cares Act amounts. Jerry shared that several families have concerns about enrolling their child in Head Start or any early childhood program because of COVID-19. **Rory Koch moved to accept the Community Relations Manager's report supported by DaNeil Sirjord, Motion carried unanimously.**

- D. **AEOA BOARD MEETING February 19, 2020:** Skip reported that board member Pastor Sonnetag, representing the homeless community, resigned as he was reassigned to a church outside of the service area. Pastor Brianna Holland was elected to fill this seat. It was Scott Zahorik's first meeting as the Executive Director. Other announced staff changes were Cathy Pazzelli current HR Director is the new Assistant Executive Director, Dave Johnson is the new Housing Director and Jan Francisco as the new Employment & Training Director. A new IT Director position is still being considered.

There was a presentation on the CENSUS, CSBG Report and the Minnesota Community Action's Legislative Agenda which includes support for Head Start. There were a number of resolutions. A 2.5% COLA was approved for all staff that went into effect at the end of March.

The AEOA building has been closed to the public. All departments have made adjustments to their programs. There are additional CSBG funds available for COVID-19 related expenses. Staff have been receiving an addition \$2.00 per hour since the end of March as decided by the Board because of COVID-19. **Rory Koch moved to accept the AEOA Board of Director's report supported by Kristen Schultz. Motion carried unanimously.**

VII. OLD BUSINESS:

- A. FY 2020 COLA/QI/COVID APPLICATION:** Skip reported that funding is available to do a summer program to prepare Head Start IEP children and children that will be transitioning into kindergarten this fall. Our program was not able to do a summer program due to not having access to our classrooms in the school building. We also didn't have many staff that were interested in or willing to teacher this summer. The original summer program funding was on a competitive basis but the Office of Head Start decided to allocate funding to all Head Start/Early Head Start programs to use for additional expenses for additional expenses from COVID-19. Our program will be receiving \$273,310. Our Management Team is working on how we can best use these funds.
- B. SCHOOL READINESS:** None.
- C. PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

VIII. NEW BUSINESS:

- A. TRANSPORTATION WAIVERS:** A transportation waiver is required annually if we have Head Start children transported daily with non-Head Start transportation. We have a few school districts willing to provide daily transportation. The transportation waivers are for child restraints and bus monitors. We work with school districts to transport Head Start children on school busses that are not equipped with child restraints and where they don't provide a bus monitor. This waiver is for Chisolm, Babbitt, Ely, Two Harbors and Proctor. **Rory Koch moved to approve the transportation waiver supported by Cassie Adams. Motion carried unanimously.**
- B. POLICY APPROVALS:** Kelly Hill presented the following Policy for approval.

NAME	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Child Developmental Screenings Policy	Rory Koch	Cathy Zelinski	Approved

- B. POLICY COUNCIL RECOGNITION:** Normally, we plan for our Policy Council recognition for the August meeting. This year we might have to do things a little differently if we need to continue to have virtual meetings. Skip will keep members posted over the summer what the plan will be.

- C. **NEW HIRES:** Connie Derickson recommended the following new hires for approval.

NAME	Position	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Karen Yungbauer	Virginia 3 Classroom Assistant	Rory Koch	Cherrie Averill Manner	Approved
Elaine Nystrom	MIB Classroom Assistant	Rory Koch	Cherrie Averill Manner	Approved

- D. **POLICY COUNCIL MEETING SCHEDULE (NEXT MEETING WEDNESDAY, AUGUST 5,2020).** **We will let the Policy Council members know whether this meeting will be held in person or virtually as soon as we know.**

- IX. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.
- X. **MISCELLANEOUS DISCUSSION:** Rory Koch is resigning as our Community Representative on the Policy Council. Rory is moving to southern Minnesota and he is already getting involved with his new community's Head Start Policy Council. We would like to thank Rory for his dedication and support that he brought to our Policy Council. He will be missed.
- XI. **ADJOURNMENT: Cherrie Averill Manner moved to adjourn the meeting, supported by Rory Koch. Motion carried unanimously.** The meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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