



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3<sup>RD</sup> AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**June 8, 2022**

**PRESENT:**

Bailey Peglow	Eveleth-Gilbert/Chairperson
Bob Larkin	AEOA Board Representative
Cassie Adams	Mt. Iron Buhl
Cathy Zelinski	Community Friend
Cody Barth	EHS East Range and Quad II
Crystal Smith	Virginia I
DaNeil Sirjord	Community Representative
Jessica Meyer	Ely
Stacey Roepke	CHIC EHS & Northern Tier
Zabrina Tweten	Virginia II
Ileigh Gorham	Disabilities & Mental Health Manager
Jerry Crittenden	Head Start ERSEA/Family Service Manager
Kristine Norberg	Health Manager
Christine DeGroote	Head Start Assistant Director
Skip Ferris	Head Start Director
Tracy Sandnas	Head Start Finance Supervisor

**SITES NOT REPRESENTED OR EXCUSED:**

- EHS Hibbing & Chisholm-Absent
- EHS Lake, Hermantown, Proctor-Absent
- EHS West Range EHS-Open
- Hermantown-Absent
- Hibbing IV -Absent
- Hibbing EHS Hibbing & Chisholm-Open
- PSHB & EHS Quad 1-Absent
- Virginia III-Open

The Policy Council meeting was held on June 8, 2022, virtually via Zoom.

- 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 8, 2022.
- II. **ROLL CALL:** Roll call was taken showing 10 members present. A quorum was established.

III. **CORRECTION/APPROVAL OF April 13, 2022, POLICY COUNCIL MINUTES: DaNeil Sirjord moved to accept the April 13, 2022 minutes, supported by Cassie Adams. Motion carried unanimously.**

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.

V. **CORRESPONDENCE:** None.

VI. **REPORTS:**

A. **DIRECTOR'S REPORT:** Skip reported on the May director's report that was sent out to members. He added a recruitment section to the report. This shows the target number of enrollments needed, number of Head Start/EHS applications received, and the number of income eligible applications, 100%-135% of poverty applications, and over income applications.

Skip went over the 2021-2022 Assessment Outcomes. This is the 3<sup>rd</sup> scoring period and shows the growth of our students throughout the year. The EHS program wide data shows growth in all areas which is what we want to see. Lastly, Skip went over the assessment outcomes historical overview for the last 3 years.

Skip and some of the management team took a webinar from the Office of Head Start on program expectations for FY 2022-2023. CLASS will not be used as a trigger for DRS but instead will be used to help create Professional Development Plans for classroom staff. Full enrollment is expected. Programs under enrolled 4 consecutive months will go on a 12-month enrollment plan. The Office of Head Start will first implement enrollment plans for programs that are under 50% enrolled. Program can now enroll families eligible for SNAP which should help find more families to enroll in the program. The mask requirement remains in place.

Background studies have been taking longer than usual to be approved by DHS. The new fingerprinting vendor is having issues in some communities due to a lack of equipment and facilities. Out of state studies are taking up to 2 months.

The Ely Head Start classroom will be moving this summer from their current location in the high school to classrooms in the Washington Elementary School. They will now be located with all Early Childhood programs at the school.

Hibbing will be moving from the Graysher Shopping Center to classrooms in the new Early Learning Center at the Washington School.

We are still looking for classroom space for Eveleth-Gilbert. The school district is closing the Nelle Shean Elementary School where our classroom has been for decades. The Rock Ridge school district has no space available for a Head Start classroom. We hope to find a temporary home for the 2022-2023 school year while we search for a permanent home for this classroom in the future. **Cassie Adams moved to accept the Director's Report, supported by Stacy Roepke.**  
**Motion carried unanimously.**

**B. FINANCIAL REPORT:**

Skip 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 \$44,077.49; the YTD Expenditures are \$435,171.74; YTD Encumbrance is \$0.00; and the Balance is \$115,746.26. Spending of this grant is on target with our planned expenditures and projections.

**FY 2021 FEDERAL HEAD START GRANT:** This grant for \$2,795,957.00 for the period from April 1, 2021, through March 31, 2022. The closeout for this grant will be shared at the August meeting.

**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 closeout for this grant will be shared at the August meeting.

**FY 2022 FEDERAL HEAD START GRANT:** This grant for \$2,642,565.00 for the period from April 1, 2022, through March 31, 2023. The Current Period Actual Expenditures are \$189,451.44; the YTD Actual Expenditures are \$338,450.79; YTD Encumbrance is \$203,635.35, and the Balance is \$2,100,478.86. Spending of this grant is on target with our planned expenditures and projections. \$198,312.00 is the carryover for the 6 new vehicles that are on order.

**FY 2022 FEDERAL EARLY HEAD START GRANT:** This grant for \$1,201,957.00 for the period from April 1, 2022, through March 31, 2023. The Current Period Actual Expenditures are \$109,712.04; the YTD Actual Expenditures are \$162,260.49; YTD Encumbrance is \$0.00, and the Balance is \$1,039,696.51. Spending of this grant is on target with our planned expenditures and projections.

**CREDIT CARD REPORT:** The May credit card report was not ready due to the statements not arriving before the meeting. **Cassie Adams moved to accept the Financial Reports, supported by Stacey Roepke. Motion carried unanimously.**

- C. **COMMUNITY RELATIONS REPORT:** Jerry presented the site approvals for next year. SNAP is now a qualifier for applicants. Jerry went over his enrollment report with members. We are recommending our sites stay the same as this year for next year. We might have to adjust later depending on enrollments. **Cassie Adams moved to accept the Head Start site approvals, supported by Stacey Roepke. Motion carried unanimously.**

EHS is looking good. We are recommending our sites stay the same as this year for next year. We might have to adjust later depending on enrollments. **Stacey Roepke moved to accept the EHS site approvals, supported by Zabrina Tweten. Motion carried unanimously.**

- D. **AEOA BOARD MEETING April 20, 2022:** Skip reported that Father Dean Frank is a new board member. The Executive Director reported that May was Community Action month. The vaccine mandate is still in place. The agency is getting \$300,000 from St. Louis County to help Senior Citizens. The agency received the Public Achievement Award from St. Louis County for partnering with the County to do Covid testing in the AEOA parking lot. AEOA currently has 44 vehicles on order. Skip did a board training on Head Start leadership and Governance. Resolutions approved were the State Funding application FY 2022 and the Head Start COLA and Quality Improvement application. **Cassie Adams moved to accept the AEOA Board of Director's report supported by Zabrina Tweten. Motion carried unanimously.**

## VII. **OLD BUSINESS:**

- A. **FEDERAL FOCUS AREA 2 REVIEW UPDATE:** The board and Policy Council interview went well. The Fiscal part of the review was very thorough. Skip will let members know the outcome of the review once we get it.
- B. **COLA/QI APPLICATION:** Members voted by email to approve the COLA/QI application on a vote of 6 Ayes and 0 Nays.
- C. **TRANSPORTATION WAIVER REQUEST:** Members voted by email to approve the transportation waive on a vote of 5 Ayes and 0 Nays.
- D. **FY2021 CARRYOVER/VEHICLE PURCHASE:** Skip reported that members need to approve the Carryover request to move the money into the next fiscal year to purchase the SUV's that will be ready this fall. **Cassie Adams moved to approve the Carryover/Vehicle purchase request supported by Zabrina Tweten. Motion carried unanimously.**

- E. **PARENT ACTIVITY FUND UPDATE:** Policy Council chose the Under the Sea theme. MIB sent a thank you. They made paper plate fish and playdough sea prints. EHS sent a thank you and shared pictures of the kiddos projects that they did with the theme.
- F. **SCHOOL READINESS: COR SCHOOL READINESS REPORTS FOR EHS AND HEAD START:** This was covered in the Director's report.
- G. **PARENT FAMILY COMMUNITY ENGAGEMENT:FAMILY OUTCOMES REPORT:** This was covered in the Director's report.

VIII. **NEW BUSINESS**

- A. **EHS/HEAD START SELECTIONS & APPROVALS:** Jerry covered this under his enrollment report,
  - B. **NEW HIRES:** None.
  - C. **POLICY COUNCI RECOGNITION (AUGUST OR OCTOBER?):** We will plan for August and if doesn't work out we will move it to October. Skip will keep members posted.
  - D. **POLICIES/PROCEDURES APPROVALS:** None.
  - E. **POLICY COUNCIL MEETING SCHEDULE:** Skip asked the members is they would like to move the next Policy Council meeting to Wednesday, August 3, 2022, or keep it Wednesday, August 10, 2022. **Stacey Roepke moved to keep the meeting August 10,2022. Supported by Cassie Adams. Motion carried unanimously.**
- IX. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Stacey Roepke had a question about the mask mandate. The Office of Head Start is keeping the mask mandate in place. Families will be contacted if there are any changes to this mandate. A question was asked about children napping during the day. Licensing required children to have a nap;/rest time if the program is over 5 hours in a day. If a child doesn't want to nap or lay quietly, then "quiet time" activities are worked on with the child.
- X. **ADJOURNMENT: Cody Barth moved to adjourn the meeting, supported by Cassie Adams. Motion carried unanimously.** The meeting was adjourned at 11:25 a.m.

Respectfully submitted,

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Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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