



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

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**August 7, 2019**

**PRESENT:**

Cathy Zelinski	Carry Over Parent
Cherie Averill Manner	AEOA Board Representative
Diane Taylor	Hibbing & West Range EHS
Doris Wehrenberg	Chairperson/Hibbing I, II, III
Gina Brascugli	Puppet Volunteer
Kristen Schultz	Chisholm
Rory Koch	Community Representative
Sarah Koski	Carry Over Parent
Charisse Salo	Program Manager
Jerry Crittenden	Family Svc Community Relations ERSEA Manager
Kelly Hill	EHS Program Manager
Chris DeGroot	Head Start Assistant Director
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

**SITES NOT REPRESENTED OR EXCUSED:**

Babbitt-Open  
CHIC EHS Northern Tier EHS HB-Absent  
DaNeil Sirjord-Excused  
East Range EHS HB & Ely Center-Open  
Eveleth-Gilbert-Open  
Hermantown-Lake Cty EHS HB-Open  
Hibbing IV -Absent  
Mt. Iron Buhl-Open  
PSHB-Open  
Quad I & II-Open  
Two Harbors-Excused  
Virginia I-Absent  
Virginia II-Open  
Virginia III-Open

The Policy Council meeting was held on October 2, 2019 at AEOA Virginia, Minnesota.

- I. **CALL TO ORDER:** Doris Wehrenberg, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:40 a.m. on Wednesday, October 2, 2019.
- II. **ROLL CALL:** Roll call was taken showing 7 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF August 7, 2019 POLICY COUNCIL MINUTES:** None. **Rory Koch moved to approve the August 7, 2019 Policy Council Minutes as written, supported by Diane Taylor. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** Skip shared the 2019 Federal Grant closing letter he received.
- VI. **REPORTS:**
  - A. **DIRECTOR'S REPORT:** Skip reported that October is Bullying and Head Start Awareness month. President Reagan declared Head Start Awareness month in 1982.  
Licensing reviews are coming up at the following sites: Virginia, Mt. Iron-Buhl, Babbitt and Eveleth-Gilbert. Proctor had its one-year review last Wednesday. Chris shared the following fix it tickets items with Policy Council members: Child Emergency cards missing addresses, documentation available showing actual hours each child attends, fire and tornado logs need to be kept on site, and an overdue check on the fire extinguisher that expired over the summer. All items have been fixed. The Program Managers share all findings with staff after the review, so everyone is aware of the changes. Our Mesabi East license will be placed on a suspended status. We will have to pay the \$200 annual licensing fee, but we won't have to start from scratch if we are able to open a classroom in the future.  
  
Skip passed a handout to members on the Federal Budget update. The House of Representatives passed a funding deal. NHSA is pushing for an increase in funding. The Senate is looking at a 50-million-dollar increase, and the House is looking at 1.5 billion for a COLA and expansion. The budget is passed through November 21<sup>st</sup> and further negotiations will resume.  
  
We are preparing for our strategic planning for the 2020 grant. Any changes for the upcoming program year will be put in the grant that is due at the end of

December. The annual Board meeting will be October 16<sup>th</sup> at the Elks Club in Virginia. **Diane Taylor moved to accept the Director's Report, supported by Kristen Shultz. Motion carried unanimously.**

**B. FINANCIAL REPORT:**

Skip presented the financial statements.

**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 \$61,545.53; the YTD Expenditures are \$100,397.15; YTD Encumbrance is \$2736.25; and the Balance is \$486,152.60. Spending of this grant is on target with our planned expenditures and projections.

**FY 2019 FEDERAL PRESCHOOL HEAD START GRANT:** This grant for \$2,460,143.00 for the period from April 1, 2019, through March 31, 2020. The Current Period Actual Expenditures are \$359,348.10; the YTD Actual Expenditures are \$978,870.40; the YTD Encumbrance is \$3,666.00; and the Balance is \$1,520,633.60. Spending of this grant is on target with our planned expenditures and projections.

**FY 2019 FEDERAL EARLY HEAD START GRANT:** This grant for \$1,113,540.00 for the period from April 1, 2019, through March 31, 2020. The Current Period Actual Expenditures are \$227,252.31; the YTD Actual Expenditures are \$590,245.09; YTD Encumbrance IS \$2829.00, and the Balance is \$539,732.91. 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. **Diane Taylor moved to accept the Financial Reports, supported by Kristen Schultz. Motion carried unanimously.**

- C. COMMUNITY RELATIONS MANAGER REPORT:** Jerry reported on program enrollment. Some of our kiddos have transferred to the school districts pre-k program that have morning and afternoon bussing. We have increased our classroom numbers in Hibbing. A discussion of future changes was held. Jerry shared eligibility guidelines with members. 203 family members attended the family event at the Loon Lake Community Center in Palo. **Cathy Zelinski moved to accept the Community Relations Manager's report supported by Diane Taylor, Motion carried unanimously.**

- D. AEOA BOARD MEETING August 21, 2019:** Skip reported that Lorraine Hill and Brad Johnson resigned from their seats on the AEOA Board of Directors. A report on the AEOA building and CCAR closing was presented. AEOA is going through strategic planning. The conference room remodel is finished, and the woman's bathroom will be next followed by the ramp outside of the building. Health insurance rates will be increasing 14.9% on January 1, 2020. A video on ROMA for CSBG funding was shown. The executive committee met to replace Paul Carlson the Executive Director when he retires. A consultant will be hired to do a search. The Quad City Food Shelf will be moving to its new location in October. Jim Glancy will be retiring November 1<sup>st</sup>. Emily Celley has been hired as his replacement. Head Start's CACFP resolution passed. Paul Carlson had his performance review with the AEOA board. **Cathy Zelinski moved to accept the AEOA Board of Director's report supported by Rory Koch. Motion carried unanimously.**

**VII. OLD BUSINESS:**

- A. CACFP APPLICATION FY 2019-2020:** Skip shared the resolution with members. **Diane Taylor moved to approve the CACFP Application FY 2019-2020 supported by Cathy Zelinski. Motion carried unanimously.**
- B. POLICY COUNCIL BYLAWS:** A couple of changes were recommended by members that attended the Special Committee meeting on 9/24/19 at AEOA. More flexibility was added for representing multiple sites. A minimum 24-hour window was added to all text and email votes when a meeting can't be held. **Diane Taylor moved to approve the changes to the By-Laws supported by Cathy Zelinski. Motion carried unanimously.**
- C. POLICY COUNCIL ORIENTATION NOV 6:** It was decided by members to make the Pacer Puppets the theme for this year. Members decided to change the name of Pacer Puppets to Head Start Educational Learning Puppets (HELP). Bullying, Abuse, Disability, Good for Me, and Be Nice to Everyone can be used to promote this year's theme.
- D. PACER PUPPETS:** Cathy Zelinski had a banner made and she ordered a DVD to promote Spookily the square pumpkin who lives in a round pumpkin patch. Cathy shared some acts of kindness to promote using the HELP Puppets. The Puppets will be part of the orientation presentation this year.
- E. SCHOOL READINESS:** Skip and Chris DeGroot are working on the annual report. The report will be presented to the Policy Council at the orientation.
- F. PARENT FAMILY COMMUNITY ENGAGEMENT:** Jerry shared the Loon Lake Community Center event with members.

**VIII. NEW BUSINESS:**

- A. NEW HIRES:** The following staff were recommended for the following open positions with Head Start:

<b>NAME</b>	<b>POSITION</b>	<b>MOTION TO ACCEPT</b>	<b>MOTION SUPPORTED BY</b>	<b>FINAL</b>
Meagan Scipioni	Teacher 2 Hibbing 2	Diane Taylor	Doris Wehrenberg	Approved
Mikaela Schelde	CA 1 Virginia 3	Cherie Averill Manner	Sarah Koski	Approved
Courtney Lee	CA 1 Hermantown	Diane Taylor	Kristen Schultz	Approved
Ryan Roarty	CA 1 Ely	Doris Wehrenberg	Sarah Koski	Approved

- B. POLICIES AND PROCEDURES:** None.
- C. FY FUNDING APPLICATION:** Our application will be available soon FY 2020. Skip will keep members posted.
- D. POLICY COUNCIL ORIENTATION:** November 6, 2019 at AEOA in the basement conference room.
- E. POLICY COUNCIL MEETING SCHEDULE:** Next meeting Wednesday, December 4, 2019. Election of Officers.
- F. PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.
- IX. MISCELLANEOUS DISCUSSION:** Cherie Averill Manner brought up Policy Council member attendance concerns.
- X. ADJOURNMENT:** Cathy Zelinski moved to adjourn the meeting, supported by Cherie Averill Manner. 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, Director Arrowhead Head Start