



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

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**October 4, 2017**

**PRESENT:**

Ami Keene	Mesabi East
Cherie Averill Manner	AEOA Representative to the Board
Diane Taylor	Hibbing III
Doris Wehrenberg	CHIC EHS-Northern Tier EHS
Jennifer Solberg	Chisholm II
Julie Louks	Carry Over Parent
Kristy Johnson	Virginia I
Jerry Crittenden	Community Relations Manager
Kelly Hill	EHS Program Manager
Kristine Norberg	Family Services Manager
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

**SITES NOT REPRESENTED OR EXCUSED:**

Babbitt-Absent  
Cathy Zelinski-Excused Policy Council Representative to the Board  
Carry Over Parent Ruthie Gornik  
Chairperson & Mt. Iron Buhl-Open  
Chisholm I-Open  
Ely-Open  
Eveleth-Gilbert-Absent  
HAP I - Open  
HAP II-Open  
Hermantown-Lake Cty EHS HB-Open  
Hibbing EHS HB & West Range HB-Open  
Hibbing I -Open  
Hibbing II-Open  
Hibbing IV -Open  
PSHB I & East Range EHS-Open  
PSHB I and PSHB II-Open  
PSHB-Hibbing Sites-Open  
Quad I & II-Absent  
Two Harbors - Open  
Virginia II-Open

## Virginia III Center-Open

The Policy Council meeting was held on October 4, 2017 at AEOA in Conference rooms 2 & 3, Virginia, Minnesota.

- I. **CALL TO ORDER:** Doris Wehrenberg, Vice Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:42 a.m. on Wednesday, October 4, 2017.
- II. **ROLL CALL:** Roll call was taken showing 6 members present. A quorum was not established. Policy Council bylaws state in 2.1(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. **Julie Louks moved to conduct an official meeting, supported by Cherie Averill Manner. Vote 6 Ayes, 1 Nay.** Diane Taylor arrived at 9:45 a.m. and a quorum was established.
- III. **CORRECTION/APPROVAL OF September 13 , 2017 POLICY COUNCIL MINUTES:** **Julie Louks moved to approve the September 13, 2017 Policy Council Minutes as written, supported by Cherie Averill Manner. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None.
- VI. **REPORTS:**
- VII. **DIRECTOR'S REPORT:** Norman "Skip" Ferris III reported that staffing all sites has been a challenge this year. We still have a few sites that we have job openings. Teacher, Teacher and Classroom Assistant qualifications were shared with members in case they know anyone who might be interested in joining the Head Start team.

We were required to submit a calendar of availability for scheduling Federal Monitoring visits and visits from the Regional Office. Skip and the managers participated in a monitoring webinar and programs in year 4 will not have a review this year. We are currently in year 4. We will find out next year if our program is competitive or a non-competitive grant for year 5 of our grant cycle.

Our funding application FY 2018-2019 is due at the end of December. Our funding levels are planned to be the same as 2017-2018. **Diane Taylor moved to accept the Director's Report, supported by Julie Louks. Motion carried unanimously.**

**VIII. FINANCIAL REPORT:**

Skip presented the financial statements.

**SFY 2017 MN HEAD START GRANT:** This grant for \$626,908.00 is for the period from July 1, 2017, through June 30, 2018, the Current Period Actual Expenditures are \$63,686.28; the YTD Expenditures are \$96,778.94; YTD Encumbrance is \$3,515.00; and the Balance is \$526,614.06. Spending of this grant is on target with our planned expenditures and projections.

**FY 2017 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of \$2,664,971.00 is for the period from April 1, 2017, through March 31, 2018. The Current Period Actual Expenditures are \$258,891.30; the YTD Actual Expenditures are \$1,093,404.36; the YTD Encumbrance is \$(1578.00); and the Balance is \$1,573,144.64. Spending of this grant is on target with our planned expenditures and projections.

**FY 2017 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of \$1,083,770.00 is for the period from April 1, 2017, through March 31, 2018. The Current Period Actual Expenditures are \$102,934.24; the YTD Actual Expenditures are \$454,938.24; YTD Encumbrance IS \$0.00 and the Balance is \$628,831.76. Spending of this grant is on target with our planned expenditures and projections.

**CREDIT CARD REPORT:** No credit card report this meeting due to statements not being received yet.

We have now received all of our grant funding. Skip contacted our Region V Program Specialist and the shortage of funds on our Notice of Award was due to the Duration Grant. The funding amount was prorated and didn't start until August. We received \$39,132.00 less funding for this year, but will receive full duration funding next year. **Diane Taylor moved to accept the Financial Reports, supported by Julie Louks. Motion carried unanimously.**

**IX. COMMUNITY RELATIONS MANAGER REPORT:** Jerry presented the enrollment report. Members shared that the Fall Fest in Aurora and the Iron Moon Event in Hibbing would be good places to recruit. Jerry shared that MFIP and the Food Program clients will also receive information on Head Start applications.

Simek's Farm was a successful event once again. We had 474 in attendance. Eight education tables were available for families to participate in various learning activities

with their children. There was also a corn maze, hay ride and farm animals. **Kristy Johnson moved to accept the Community Relations Manager's report supported by Cherie Averill Manner.**

**X. OLD BUSINESS**

A. **HEAD START REDUCTION APPLICATION:** Skip reported that enrollment continues to be an issue in some areas. Our new Region V Program Specialist suggested we put the reduction in our 2018-2019 Grant Application and asked Skip to delete the current application, which he did.

The management team will meet next week to initiate some planning suggestions. Skip will keep members updated.

B. **CHILD AND ADULT CARE FOOD PROGRAM (CACFP):** Skip reported that we won't know the outcome of our application until November or December.

C. **POLICY COUNCIL ORIENTATION – NOVEMBER 8, 2017-** Our Orientation will be held at United in Christ Lutheran Church. The New Officers FY 2018 will be elected in December. Kristine Norberg would like to share our High Scope Curriculum with new Policy Council members. Kristine will meet with Skip to come up with a time on the agenda.

D. **SCHOOL READINESS:** Kelly shared the programs School Readiness Goals and the most recent School Readiness Report with members. It shows the curriculum areas that are being taught in classrooms. She shared how Head Start uses active play to teach the curriculum.

E. **PARENT FAMILY COMMUNITY ENGAGEMENT:** Kristine Norberg shared an app for members called "Elof2go". This mobile app can be used by teachers to learn more about goals for children and effective teaching practices that match the Head Start Early Learning Outcomes Framework.

**XI. NEW BUSINESS:**

**A. NEW EMPLOYEE RECOMMENDATIONS:**

<b>Employee</b>	<b>Site</b>	<b>Motion to Accept</b>	<b>Motion Supported by:</b>	<b>Final</b>
Nancy Markwardt	Ely Classroom Asst	Julie Louks	Diane Taylor	Approved
Alyssa Ackerman	Hibbing II Teacher Asst	Diane Taylor	Julie Louks	Approved
Rachelle Verhel	LT Sub Classroom Asst	Julie Louks	Diane Taylor	Approved
Allyssa Gregorich	Hibbing Teacher Asst Float	Julie Louks	Diane Taylor	Approved
Chrystal Peipus	Chisholm II Classroom Asst	Julie Louks	Diane Taylor	Approved
Molly Bernstrom	Babbitt Classroom Asst	Julie Louks	Cherie Averill Manner	Approved
Amrita Peterson	Classroom Asst Sub	Julie Louks	Cherie Averill Manner	Approved
Jody Koschak	Classroom Asst Sub	Julie Louks	Diane Taylor	Approved

**B. PROGRAM SELF-ASSESSMENT REPORT:** Skip is still working on the final report. Tabled until the December meeting.

**C. DHS LICENSING:** Our Virginia classrooms will be getting a licensing review from the Minnesota Department of Human Services sometime between October and December. All of our requested information has been sent in.

**D. POLICY COUNCIL MEETING SCHEDULE Wednesday November 8, 2017-** at 9:30 a.m. at United in Christ Lutheran Church.

- E. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Kristy Johnson reported that transportation in Virginia hasn't gone as well as planned. This is primarily due to the highway construction.

Ami Keene asked about the bathrooms at Mesabi East. Skip mentioned that the School District may remodel the 2 restrooms used by Head Start sometime this winter.

- XII. **MISCELLANEOUS DISCUSSION:** A discussion was held on the Scholastic Book Fair that will be held at Mesabi East.

- XIII. **ADJOURNMENT: Ami Keene moved to adjourn the meeting, supported by Cherie Averill Manner. Motion carried unanimously.** The meeting was adjourned at 11:55 p.m.

Respectfully submitted,

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Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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