



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

October 6, 2020

PRESENT:

Bethany Johnson	Chisholm & Northern Tier EHS
Cassie Adams	Virginia I Representative
Cathy Zelinski	Carry Over Parent
Cherie Averill Manner	AEOA Board Representative
DaNeil Sirjord	Community Representative
Diane Taylor	Policy Council Representative to the AEOA Board
Doris Wehrenberg	Chairperson/ Hibbing I, II, III
Kristen Schultz	Carry Over Parent
Sarah Koski	Carry Over Parent
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
Kristine Norberg	Health Manager
Meghan Winsor	Disabilities & 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:

East Range EHS-Open
Eveleth-Gilbert-Open
Hermantown-Absent
Hermantown-Lake Cty EHS HB-Open
Hibbing & CHIC EHS-Excused
Hibbing IV -Open
Mt. Iron Buhl-Open

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

The Policy Council meeting was held on October 6, 2020 virtually via Zoom during the COVID-19 pandemic.

- I. **CALL TO ORDER:** Doris Wehrenberg, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 10:26 a.m. on Wednesday, October 7, 2020. The meeting started late due to technology issues.
- II. **ROLL CALL:** Roll call was taken showing 9 members present. A quorum established.
- III. **CORRECTION/APPROVAL OF August 5, 2020 POLICY COUNCIL MINUTES:** None. **Cathy Zelinski moved to approve the August 5, 2020 Policy Council Minutes as written, supported by Doris Wehrenberg. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None.
- VI. **REPORTS:**
 - A. **DIRECTOR'S REPORT:** Skip reported that our new Hermantown classroom opened on 9/22/2020 in the newly completed Hermantown Community Center. An open house is scheduled for 9/30/2020.

The Hibbing School district is expanding their early childhood space with a building project at the Washington School. Head Start classrooms and office space are being planned.

All home visits are being done virtually. This will continue until there is a vaccine for COVID-19 or guidance from the Minnesota Department of Health. The public schools are tracking the number of new Covid cases daily to help them determine what options they will take: in-person, hybrid, or distance learning.

Our Focus Area 2 review will be done virtually this year, if it is still on. There will be no class observations at this time. Our new Region V Program Specialist is Annmarie Larmer.

Doris Wehrenberg moved to accept the Director's Report, supported by Cathy Zelinski. Motion carried unanimously.

B. FINANCIAL REPORT:

Skip presented the financial statements.

SFY 2020 MN HEAD START GRANT: This grant for \$552,050.00 is for the period from July 1, 2020, through June 30, 2021, the Current Period Actual Expenditures are \$63,770.23; the YTD Expenditures are \$82,043.51; YTD Encumbrance is \$0.00; and the Balance is \$470,006.49. Spending of this grant is on target with our planned expenditures and projections.

FY 2020 FEDERAL PRESCHOOL HEAD START GRANT: This grant for \$2,611,067.00 for the period from April 1, 2020, through March 31, 2021. The Current Period Actual Expenditures are \$330,968.06; the YTD Actual Expenditures are \$957,958.82; the YTD Encumbrance is \$10,428.38; and the Balance is \$1,642,679.80. Spending of this grant is on target with our planned expenditures and projections.

FY 2020 FEDERAL EARLY HEAD START GRANT: This grant for \$1,187,771.00 for the period from April 1, 2020, through March 31, 2021. The Current Period Actual Expenditures are \$192,117.42; the YTD Actual Expenditures are \$502,818.78; YTD Encumbrance IS \$3,410.24, and the Balance is \$591,541.98. 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. **Doris Wehrenberg moved to accept the Financial Reports, supported by Cathy Zelinski. Motion carried unanimously.**

C. COMMUNITY RELATIONS MANAGER REPORT: Jerry presented the enrollment report. **Cherie Averill Manner moved to accept the Community Relations Manager's report supported by Cassie Adams, Motion carried unanimously.**

D. AEOA BOARD MEETING August 19, 2020: Skip reported that the board meeting was held virtual. Scott talked about the Governor's Emergency Peacetime Order and the \$2 per hour will continue. AEOA has been hosting food distribution events in our communities. So far over 500,000 pounds of food has been distributed. The handicap entrance is being remodeled at the main agency. The Colosimo Law Firm will be retained as AEOA's Attorney. Our health insurance is getting a 9% increase and our dental insurance is getting a 5% increase for 2021. The board approved the CACFP resolution. The Executive Director performance review was held in a closed session at the end of the meeting. **Cathy Zelinski moved to accept the AEOA Board of Director's report supported by Doris Wehrenberg. Motion carried unanimously.**

VII. OLD BUSINESS:

- A. POLICY COUNCIL ORIENTATION:** Our orientation will be held virtually on November 4, 2020. (NOTE: Since the meeting, this has been moved to November 24th)
- B. COLA/QI/COVID FUNDING:** The COLA, Quality Improvement and Covid Funding have been received. The Quality Improvement funding allows us to add weeks for our EHS Home Base Visitors, Family Support Specialists, and our Pre-School Home Base Visitor. This is permanent funding. The Covid Funding of \$274,000 will be utilized for Covid program supplies, health and safety supplies, and technology.
- C. TRANSPORTATION WAIVER UPDATE:** This waiver was approved. It is used for our sites that don't use AEOA Transit for bussing.
- D. SCHOOL READINESS:** We don't have a full year's data due to COVID-19. However, we did still show child progress in all areas since the fall start-up.
- E. PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

VIII. NEW BUSINESS:

A. NEW HIRES:

NAME	Position	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Courtney Schelde	Hibbing I Classroom Assistant	Diane Taylor	Cathy Zelinski	Approved
Sheryl Mathews	Ely Classroom Assistant	Cathy Zelinski	Diane Taylor	Approved

- B. 2020-2021 CACFP APPLICATION:** Tracy Sandnas reported on the CACFP application. It was submitted and approved FY 2021.

C. POLICIES AND PROCEDURES: These can be viewed at www.aeoa.org

NAME	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Referral for Special Education	Diane Taylor	Doris Wehrenberg	Approved
Transition Services	Doris Wehrenberg	Sara Koski	Approved

D. **FY 2021 FUNDING APPLICATION:** Skip reported that our funding application is available. We will be projecting our budget so we can present it at our December meeting. Our strategic planning is scheduled for November. We will be looking at our Program Self-Assessment and Program Goals.

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

X. **MISCELLANEOUS DISCUSSION:** None.

XI. **ADJOURNMENT: Cherie Averill Manner moved to adjourn the meeting, supported by Doris Wehrenberg. Motion carried unanimously.** The meeting was adjourned at 11:23 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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