



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

October 6, 2021

PRESENT:

Bailey Peglow	Eveleth-Gilbert/Chairperson
Jessica Meyer	Ely
Cassie Adams	Carry Over Parent
Cathy Zelinski	Carry Over Parent
Cherie Averill Manner	AEOA Board Representative
DaNeil Sirjord	Community Representative
Kristin Schultz	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 Garrity	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:

Carry Over Parent Doris Wehrenberg -Absent
CHIC EHS & Northern Tier-Absent
Chisholm & West Range EHS-Absent
East Range EHS-Open
Hermantown & Lake County-Excused
Hibbing IV -Open
Hibbing EHS HB & PSHB-Absent
Mt. Iron Buhl-Open
Two Harbors/Proctor-Open
Quad I & East Range-Absent
Quad 2-Open
Virginia I & III Representative-Open
Virginia II-Absent

The Policy Council meeting was held on October 6, 2021, at AEOA in the basement conference room and virtually via WebEx.

- I. **CALL TO ORDER:** Bailey Peglow, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:38 a.m. on Wednesday, October 6, 2021.
- II. **ROLL CALL:** Roll call was taken showing 8 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF August 11, 2021, POLICY COUNCIL MINUTES:** None.
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None.
- I. **REPORTS:**
 - A. **DIRECTOR'S REPORT:** Skip reported on the Reconciliation Bill (Build Back Better) that is currently moving through congress. The bill would begin in 2022 if passed by Congress and signed by the President. The bill includes continued funding and increased compensation for the Head Start workforce over the next 6 years to be equitable to the school districts.

This bill also includes Universal Pre-K (UPK) that proposes a partnership between Head Start, School Districts and Childcares. The UPK will use the Head Start model including our standards and duration hours of service to children. There will be age-appropriate transportations systems for all Pre-K. Lead Teachers will be required to have their bachelor's degree by 2027.

Under the Federal Head Start vaccine mandated, Head Start staff must be vaccinated by January 2022. We are waiting for more guidance from the Office of Head Start on what the mandate will include and specific date for staff to be fully vaccinated. This is going through the required rule making process which does take some time to complete.

The next meeting on November 10th will be the Policy Council Orientation. Election of new officers at the December meeting.

Skip informed members that we had an incident where a child was left on the bus. The child is safe. The incident was self-reported to the Licensing Division of the Department of Human Services and to the Office of Head Start. Licensing conducted an investigation, and a final report will be out within 60 days. We

are looking at any improvements to our policies and procedures, and will provide additional staff training. The employee that was involved has been terminated for not following policies. **Cherie Averill Manner moved to accept the Director's Report, supported by Cassie Adams. 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 \$56,628.24; the YTD Expenditures are \$73,588.74; YTD Encumbrance is \$0.00; and the Balance is \$477,329.26. Spending of this grant is on target with our planned expenditures and projections.

FY 2021 FEDERAL HEAD START GRANT: This grant for \$2,702,957.00 for the period from April 1, 2021, through March 31, 2022. The Current Period Actual Expenditures are \$354,582.27; the YTD Actual Expenditures are \$824,276.79; YTD Encumbrance is \$4,385.13, and the Balance is \$1,874,295.08. Spending of this grant is on target with our planned expenditures and projections.

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 Current Period Actual Expenditures are \$170,501.77; the YTD Actual Expenditures are \$462,668.87; YTD Encumbrance is \$0.00, and the Balance is \$743,688.13. 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. **Kristen Schultz moved to accept the Financial Reports, supported by Cherie Averill Manner. Motion carried unanimously.**

E. COMMUNITY RELATIONS REPORT: Jerry presented the enrollment report. Our enrollment numbers keep climbing as we continue to get new applications in. We are struggling in a few locations. The Office of Head Start says to do the best we can to get to full enrollment. **Diane Taylor moved to accept the Community Relations Manager's report, supported by Cassie Adams, Motion carried unanimously.**

F. AEOA BOARD MEETING August 18 and September 15, 2021: The auditors are at the agency conducting the annual audit. The budget report was presented. Scott Zahorik talked about the new COVID variance. AEOA hired Emily Bombich as the new Planning Director and Ryan O'Connell as the new It Systems Director. The Directors met with Senator Tina Smith's office.

The ramp and women's bathroom remodel are now completed. Bill's House is going through an upgrade remodel. Patty Palo (Central), Deb Nasson (E&T), Sue Milos (MNSure Navigator), and Charles Dreher (Senior Services) retired. Chris DeGroot reported on the COVID funding and the CACFP application. She also shared the Puppet Program donations that Cathy Zelinski and her late husband Dave so graciously gave. Dave was a passionate supporter of the Puppet Program.

All departments gave updates on their programs. We got approved for the playground grant Skip submitted for our new playground at the Hibbing Early Childhood Learning Expansion project.

The 2-day shoe drive was very successful. This is the first AEOA shoe drive. We distributed 363 pairs of shoes, 1500 pairs of socks, and 371 hygiene kits to families in need.

The Executive meeting was held on 9/15/21. Skip provided an update to the Head Start vaccine mandate. He reported on the child left on the bus incident. A resolution was passed to purchase 2 new cube vans for Weatherization and the CACFP application. **Cherie Averill Manner moved to accept the AEOA Board of Director's report supported by Kristen Schultz. Motion carried unanimously.**

II. **OLD BUSINESS:**

- A. **CACFP APPLICATION:** Skip shared the estimated reimbursements and total estimated expenses for the food program. The AEOA Board of Directors approved the application. **Cathy Zelinski moved to approve the CACFP application supported by Kristen Schultz. Motion carried unanimously.**

- B. **TRANSPORTATION WAIVER:** Skip reported that the Transportation Waiver was approved by Region V for our sites where we don't provide bussing. These sites are Babbitt, Chisholm, Ely, Proctor and Two Harbors.

- C. **SCHOOL READINESS REPORTS:** Kelly Garrity reported that we are currently doing social emotional screenings and daily observations.

- D. **PARENT FAMILY COMMUNITY ENGAGEMENT: PARENT SURVEY RESULTS**
We are hoping to do a family event possibly this spring. We are looking at different parent training topics following the results of the parent survey.

III. **NEW BUSINESS**

- A. **NEW HIRES:** Jerry Crittenden, Kelly Garrity, Barb Fedora, Connie Derickson, Charisse Salo and Chris Degroote presented the following New Hires for members to approve.

NAME & POSITION	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Austin Oakes Virginia 2 Classroom Assistant	Cathy Zelinski	Kristin Schultz	Approved
Jordy Johnson Virginia 2 Classroom Assistant	Cathy Zelinski	Kristin Schultz	Approved
Pam Kotys Virginia 3 Teacher	Cathy Zelinski	DaNeal Sirjord	Approved
Lisa McNamee Virginia 1 Classroom Assistant	Cherie Averill Manner	Kristin Schultz	Approved
Ashley Gunderson Virginia 1 Teacher Assistant	DaNeal Sirjord	Cherie Averill Manner	Approved
Lauri Radle Eveleth-Gilbert Classroom Assistant	Cherie Averill Manner	DaNeal Sirjord	Approved

- B. **POLICIES/PROCEDURES:** None.

- C. **POLICY COUNCIL ORIENTATION MEETING SCHEDULE:** Next meeting Wednesday, November 10, 2021. TBD whether it will be virtual or in person.

- IV. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** We have a lot of sick kiddos and Head Start staff. SRV is going around in the classrooms.

- V. **MISCELLANEOUS DISCUSSION:** None

- VI. **ADJOURNMENT:** **Cherie Averill Manner moved to adjourn the meeting, supported by Cathy Zelinski. Motion carried unanimously.** The meeting was adjourned at 11:01 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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