



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

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**September 13, 2017**

**PRESENT:**

Ami Keene	Mesabi East
Cathy Zelinski	Policy Council Representative to the Board
Cherie Averill Manner	AEOA Representative to the Board
Diane Taylor	Hibbing III
Doris Wehrenberg	CHIC EHS-Northern Tier EHS
Julie Louks	Carry Over Parent
Ruthie Gornik	Carry Over Parent
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  
Chairperson & Mt. Iron Buhl-Open  
Chisholm I-Open  
Chisholm II-Absent  
Ely-Open  
Eveleth-Gilbert-Excused  
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 I  
Virginia II-Open

## Virginia III Center-Open

The Policy Council meeting was held on September 13, 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 9:36 a.m. on Wednesday, September 13, 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 Cathy Zelinski. Motion carried unanimously.** Ami Keene arrived at 10:00 a.m. and a quorum was established.
- III. **CORRECTION/APPROVAL OF August 9 , 2017 POLICY COUNCIL MINUTES:** **Cathy Zelinski moved to approve the August 9, 2017 Policy Council Minutes as written, supported by Julie Louks. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** Cassondra Weber resigned as our Policy Council Chairperson. She is the newly hired Classroom Assistant in Chisholm I pending the approval of Policy Council under New Business. As Vice-chair, Doris Wehrenberg now becomes Chairperson of the Policy Council until the December meeting when Officers are elected.
- VI. **REPORTS:**
- VII. **DIRECTOR'S REPORT:** Norman "Skip" Ferris III reported that on July 20<sup>th</sup> the Senate Appropriations Committee proposed flat funding for Head Start FY 2018. Previously, the House Appropriations Committee recommended a \$22 million increase for a Cost of Living Adjustment.

Head Start has the following openings to fill: Teacher in Chisholm II, Long Term Sub Teacher in Hibbing III, Floating Teacher in Hibbing and a Classroom Assistant in Babbitt and Ely.

Skip met with the Proctor school district to see about classroom space in Proctor. We have families in Proctor that need Head Start services that aren't being reached because our classrooms are in Hermantown. Transportation has been added to this area to help families that don't have transportation available.

Skip will be watching a Webinar on the new monitoring protocol on Monday, September 18<sup>th</sup>. It is not determined if a review will be scheduled for the upcoming year at this time. He will update members at the next meeting.

We will be hosting our Family Engagement Event at Simek's Farm on September 29<sup>th</sup> from 10:00-2:00 in Kelsey. Transportation will be provided. Information is being sent out to the classrooms.

Skip gave members a flyer from Minnesota Head Start Association (MHSA). It is in honor of the 30<sup>th</sup> Anniversary of MHSA It's a "What Makes Head Start Special Picture Day". Our program will submit a picture(s) before the deadline. **Diane Taylor moved to accept the Director's Report, supported by Cherie Averill Manner. 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 \$21,234.86; the YTD Expenditures are \$33,092.66; YTD Encumbrance is \$7,739.00; and the Balance is \$586,076.34. 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 \$1,168,432.00 is for the period from April 1, 2017, through March 31, 2018. The Federal Financial statements show that only 50% of our grant has been awarded at this time. The Current Period Actual Expenditures are \$69,719.98; the YTD Actual Expenditures are \$871,455.46; the YTD Encumbrance is \$(1578.00); and the Balance is \$184,633.00. 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 \$536,637.00 is for the period from April 1, 2017, through March 31, 2018. The Federal Financial statements show that only 50% of our grant has been awarded at this time. The Current Period Actual Expenditures are \$59,745.84; the YTD Actual Expenditures are \$352,004.00; YTD Encumbrance IS \$0.00 and the Balance is \$244,378.84. Spending of this grant is on target with our planned expenditures and projections.

**CREDIT CARD REPORT:** Skip presented the credit card report. Credit card expenditures and payments were reviewed.

We received another notice of award on our grants, however we are still waiting for our Cost of Living Adjustment and the balance of the remainder of the grant. **Diane Taylor moved to accept the Financial Reports, supported by Cheri Averill Manner. Motion carried unanimously.**

- IX. COMMUNITY RELATIONS MANAGER REPORT:** Jerry presented the enrollment report. Classes started on September 5<sup>th</sup>. Hermantown & Proctor classrooms are still recruiting. The Family Support Specialist is out on medical leave and the Teacher has been recruiting in her absence. Transportation has been added in this area to help families who don't have a way to transport their children to school and back. Overall, our enrollment is doing well. **Diane Taylor moved to accept the Community Relations Manager's report supported by Julie Louks.**

**AEOA BOARD MEETING- August 16, 2017:** Cathy Zelinski reported that the board received a tour of the remodeled part of the Ivy Manor. She said it was updated with bright white walls, hardwood floors to keep the historical aspect of the building, and new cabinets, counters, etc. Cheri Averill Manner reported that they have some possibilities in place for the Food Shelf re-location project. The Thrift Store is still looking good. The AEOA Executive Director was given his evaluation. **Ami Keene moved to accept the AEOA Executive Committee Meeting Report, supported by Julie Louks. Motion carried unanimously.**

**X. OLD BUSINESS**

A. **HEAD START REDUCTION APPLICATION:** Skip reported that our application was submitted for a reduction of 12 kids. We have not received approval of our request.

B. **CHILD AND ADULT CARE FOOD PROGRAM (CACFP):** Skip reported that Tracy Sandnas has submitted our application. Skip went over the estimated expenses and reimbursements with members. **Julie Louks moved to accept the CACFP Application, supported by Cheri Averill Manner. Motion carried unanimously.**

C. **POLICY COUNCIL ORIENTATION – NOVEMBER 8, 2017-** Members have decided on a Luau theme for this year's orientation. The food will be Hawaiian as much as possible. Members that have decorations are encouraged to send Tracy Sandnas a picture of what they are bringing and Head Start will get the rest of the decorations. We will need volunteers to help decorate before the event in the morning. We will finalize the orientation at our October meeting.

**D. SCHOOL READINESS-** Kelly Hill reported that all of our Teachers are currently screening our Head Start children to see where they are developmentally, and a strategy will be put together for each child.

**E. PARENT FAMILY COMMUNITY ENGAGEMENT:** Kristine Norberg reported that she is back in her previous role of the Family Services Manager. She and 4 of her Family Support Specialists attended the Circles of Security training for parent education for parents. It will be offered to families in their areas.

Kristine was originally going to do Coaching with Classroom staff this year. With the change in her job description, she will help train the Program Managers in Coaching before implementing it out in the field.

The Health and Human Services Conference will be held at the DECC in Duluth on October 12<sup>th</sup> and 13<sup>th</sup>. Three families can attend through Head Start.

**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>
Sonja Munns	Chisholm I Teacher	Diane Taylor	Julie Louks	Approved
Rani Husmann	Chisholm II Classroom Asst	Cathy Zelinski	Cheri Averill Manner	Approved
Aislyn Welsh	HAP I Classroom Asst	Cathy Zelinski	Julie Louks	Approved
Kinzie Longley	HAP II Classroom Asst	Cathy Zelinski	Julie Louks	Approved
Grace Duffney	Hibbing Teacher Asst Float	Cathy Zelinski	Julie Louks	Approved
Nicole Ojard	Two Harbors Teacher Asst	Cathy Zelinski	Julie Louks	Approved

Mandy Mestelle	Family Support Specialist	Diane Taylor	Julie Louks	Approved
Christine DeGroot	Program Manager	Cathy Zelinski	Diane Taylor	Approved
Cassandra Weber	Chisholm I Classroom Asst	Diane Taylor	Julie Louks	Approved
Erica Koenig	Two Harbors Classroom Asst	Julie Louks	Diane Taylor	Approved

**B. POLICIES AND PROCEDURES:** Skip presented the following policies. The updated Policies can be located on our website at: [www.aeoa.org](http://www.aeoa.org) under Head Start.

Policy	Motion to Accept	Motion Supported by:	Final
Education Qualifications for Center Staff & Home Based Educators	Cathy Zelinski	Diane Taylor	Approved
Classroom Substitute Policy	Cathy Zelinski	Julie Louks	Approved
Pre-school Developmental Screening	Cathy Zelinski	Julie Louks	Approved

**C. POLICY COUNCIL MEETING SCHEDULE Wednesday October 4, 2017-** at 9:30 a.m. at AEOA in the conference room in the basement.

**D. PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Julie Louks reported that many parents are sad about the loss of the Virginia Toddler Center.

**XII. MISCELLANEOUS DISCUSSION:** None.

**XIII. ADJOURNMENT:** Ami Keene moved to adjourn the meeting, supported by Ruthie Gornik. Motion carried unanimously. The meeting was adjourned at 11:50 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