



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
March 9, 2021

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:30 p.m. at the Tri-Valley Administrative Office in Crookston, MN and remotely via Microsoft Teams.

Board members present were G. Burris, G. Willhite, S. Peterson, J. Jacobson, S. Vonesh, H. Bawzer, L. Hall, S. Kjono, C. Spisak, N. Myers, M. Gunderson, J. Duckstad, M. Kroulik, D. Svaren, D. Mack, and J. Bachmeier.

Staff members present were J. Carlson, A. Peterson, and D. Littlefield.

Quorum was established with 16 voting members present.

J. Duckstad moved to approve the Consent Agenda, which included the current agenda, February 9, 2021 meeting minutes, Status Report, Financial Report and a Southern Minnesota Initiative Foundation grant request for 100 books at the Elgin center during the 2021-2022 Migrant and Seasonal Head Start/Early Head Start program year. Seconded by N. Myers. Motion carried.

Treasurer J. Duckstad reported that the fiscal documents were reviewed and are in order.

J. Carlson presented the Chief Executive Officer report.

- The house in Warren has officially sold.
- Agassiz Townhomes continues to have heating issues in some units during days that are extremely cold and windy. Architects are investigating to determine the cause.
- Regarding the Fournet building renovation:
 - The skylight is scheduled for delivery in May.
 - Drywall installation is about 75% complete on the second floor.
 - Furnace has been installed on the second floor.
 - The building façade brick and steel is being painted.

N. Myers moved to accept the Chief Executive Officer report. Seconded by J. Bachmeier. Motion carried.

S. Vonesh shared information from the March 1, HS/EHS Policy Council meeting. Highlights included:

- At the federal level:
 - Additional COVID-19 funding was approved and will be awarded cost per child.
 - The Office of Head Start COLA is 1.22%. Tri-Valley COLA for staff is anticipated to be 1.4%.

- At the state level, due to reallocation of MN State funds, we received an additional \$4,000 that must be spent by the end of June (the end of the state fiscal year).
- At the local level, all centers are currently open.
- Four new hires were approved.
- The Policy Council received Child Nutrition Services Training and Education and Disabilities Services Area Training.

J. Carlson shared communication received regarding the official 45-day notice for the Office of Head Start Focus Area 2 (FA2) monitoring review. The review will be held virtually and will occur the week of April 12.

J. Carlson reviewed the School Readiness Goals – 2nd Checkpoint.

The report reflects ongoing assessment data for the RV Fall Checkpoint Period of September, 2020 - November, 2020 and the RV Winter Checkpoint Period of December, 2020 - February, 2021. All data collected and summarized in this report is gathered from the Teaching Strategies GOLD assessment tool (GOLD), which measures children's progress using 38 Objectives for learning and development.

- Overall, 91% of enrolled children are meeting or exceeding our program's school readiness goals during the Winter Checkpoint Period of December, 2020 - February, 2021. This is a 2% increase from the Fall Checkpoint Period, when 89% of children were meeting or exceeding our school readiness goals. Most areas of development are showing a percentage of children meeting expectations in the 80 - 90% range.
- The areas of lowest percentages of children meeting expectations are in the developmental domains of Language and Literacy, Goal 5: Children will progress in speaking and understanding language (Language and Communication) and Cognition, Goal 7: Children will develop a sense of numbers, quantity, patterns, explore positions of objects in space, and use matching and sorting skills to make comparisons (Mathematics Development).
- Goals for Spring Checkpoints include:
 - Coaching & Mentoring for Education Supervisors
 - Use ongoing math assessment data to determine which GOLD Objectives per classroom need the most support.
 - Review teaching practices in the GOLD Objectives for Development & Learning: Mathematics.
 - Review teaching practices in the HSELOF Domain: Math Development.
 - Strategies for modeling individualized instruction for small groups.
 - Strategies for modeling integration of math concepts throughout the day.
 - Coaching & Mentoring for Classroom Teachers
 - Education Supervisors model teaching practices for individualized instruction and daily integration of math concepts.

- Early Childhood Coaches provide Practice Based Coaching to reinforce teaching practices and support targeted professional development based on each teachers' strengths and needs for quality math instruction.
- Resources and Materials for Families that Support Math Development at Home
 - Information and interactive media on math development via Learning Genie.

G. Willhite moved to accept the Head Start, Child and Family Programs report. Seconded by G. Burris. Motion carried.

M. Kroulik and J. Carlson shared the required correspondence received from Wipfli regarding the annual, agency audit.

Board approval was requested to apply for the North Dakota Department of Public Instruction, North Dakota Migrant Education Services grant request in the amount of \$26,461 from June 1, 2021 through December 31, 2021 to provide identification and recruitment services to the North Dakota Title I Migrant Education Program. J. Jacobson moved to approve. Seconded by M. Gunderson. Motion carried.

Board approval was requested to apply for the Minnesota Housing Finance Agency, Bridges Subsidy Program grant request in the amount of \$102,000 from July 1, 2021 through June 30, 2023 to provide housing subsidies for persons with serious mental illness and experiencing homelessness. N. Myers moved to approve. Seconded by D. Mack. Motion carried.

Board approval was requested to apply for the Minnesota Department of Education, Early Learning Scholarship Pathway I grant request in the amount of \$661,344 from July 1, 2021 through June 30, 2022 to administer Pathway I Early Learning Scholarships to children and families that will assist children in obtaining quality child care programming and improve kindergarten readiness. J. Duckstad moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to re-open the Polk County Low Income Board position as the recently elected individual has not responded to multiple notifications that they were officially elected. G. Burris moved to re-open the position. Seconded by D. Mack. Motion carried.

J. Carlson requested Board approval for a program design change request for the Head Start/Early Head Start, 2021-2022 program year. The program design change request is being submitted as a result of the Norman County West School District, where our Hendrum Center is located, closing their doors and consolidating with the Ada-Borup School District for the 2021-2022 school year. Because of this School District change, we are not able to continue the collaboration that we have with the Norman County West School District and are forced to find an alternate space where we can provide high quality Head Start services to eligible families in Norman County.

We are working on forming a new collaboration with the Ada-Borup School District in Ada, MN, where the Hendrum children will be served, along with other children in the county.

With this new collaboration, we have the opportunity to serve more children in a center-based option versus home-based. The new collaboration is also more centrally located in the county, which will make it easier for other children to utilize our services.

The proposed program design plan for the Ada center will be to provide services to 38 Head Start children (28 center-based and 10 home-based). M. Gunderson moved to approve. Seconded by N. Myers. Motion carried.

J. Carlson reviewed Tri-Valley financial performance. Highlights included:

Total revenue year ending 12/31/2020 was \$128,514,520.

- Cash: \$4,854,302
- Grants Receivable: \$1,169,979
- Accounts Receivable: \$512,941
- Total Current Assets: \$6,852,294
- Unrestricted Net Assets: \$3,358,777
- Total Unrestricted Net Assets: \$14,318,645
- Total Current Liabilities: \$3,197,412
- Notes Payable: \$2,474,419

The audit committee provided their report from the Wiplfi audit. There were no findings and Tri-Valley is in great financial condition. Financial management costs are at 5%, significantly lower than the average non-profit average of 7%. Wiplfi auditors shared that, of all the 2020 audits they performed this year, Tri-Valley has been the most prepared and responsive to requests, which made their job much easier. The Wiplfi team will present the official, full results during the April Board meeting.

Current nominating committee members, D. Mack and L. Hall requested that they be contacted directly by any additional Board members who would like to join the committee.

The next meeting of the Board of Directors will be April 13, 2021, 6:30 p.m.

G. Burris moved to adjourn the meeting. Seconded by M. Gunderson. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL