ARROWHEAD ECONOMIC OPPORTUNITY AGENCY, INC.
702 3RD AVENUE SOUTH
VIRGINIA, MN 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES
September 12, 2012

ATTENDANCE:

Jennifer Lund HAP I Center/Policy Council Representative to AEOA Board of Directors
Lisa Mount Mesabi East Center/Vice Chairperson-Parliamentarian
Melissa Krize Mt. Iron-Buhl Combination Option
Dean Lindberg Virginia I Center
Kristin Gustafson Quad EHS Home Base/East Range EHS Home Base/Northern Tier EHS Home Base/Secretary
Isabelle Westman Community Representative – Representative from AEOA Board of Directors
Norman “Skip” Ferris III Head Start Director
Diane Krukemeyer Executive Secretary/Personnel Officer

SITES NOT REPRESENTED:

Babbitt Combination Option Two Harbors Combination Option
Chisholm I Virginia II
Chisholm II Combination Option Virginia III Combination Option
Ely Virginia Toddler Center and Virginia FCC
Eveleth-Gilbert I Hibbing EHS Home Base/West Range EHS Home Base/CHIC EHS
HAP II Combination Option Home Base/Hibbing A
Hibbing I Lake County EHS Home Base/Hermantown EHS Home Base
Hibbing II Carry-Over Parent Susan Lehto
Hibbing III Carry-Over Parent Alphonso Buenaventura
Hibbing IV Carry-Over Parent Shirley Vincent

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Vice-Chairperson Lisa Mount 9:40 a.m. on Wednesday, September 12, 2012, at United in Christ Lutheran Church, 201 Station Road 44, Eveleth, Minnesota.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing six (6) members present of which six (6) were voting members, a quorum not present. Kristin Gustafson moved to conduct the meeting as an official meeting with those members present in attendance so important business can be done, supported by Jennifer Lund. Motion carried unanimously. The meeting was deemed official.

III. CORRECTION/APPROVAL of August 7, 2012 POLICY COUNCIL MINUTES: Jennifer Lund moved to approve the August 7, 2012 Policy Council Minutes as written, supported by Kristin Gustafson. Motion carried unanimously.
IV. CORRECTIONS/ADDITIONS TO AGENDA: None

V. CORRESPONDENCE: None

VI. REPORTS:
   A. DIRECTOR REPORT: Norman “Skip” Ferris, presented the Director Report.

   FEDERAL UPDATE/VOTER REGISTRATION: On the Federal level all Head Start business has been put on hold. Any Head Start determinations will not be made until after the election. Policy Council members are encouraged to vote in November. If you have not registered to vote you must register 30 days prior to the election. Minnesota still has same day registration and forms are available at AEOA, or at the Virginia City Hall.

   I3 GRANT: In Virginia, we are getting started with the I3 Grant. Family members will be receiving Parent Participation forms to complete, which is strictly voluntary. If willing to participate, parents will also sign a form from SRI International of northern California, who will do a follow-up study on the children, three times over the next five years. For participating this year, parents will receive a $20 gift card and a book upon completing the telephone interview. Following completion of a paper survey in 2014, parents will receive a $10.00 gift card and a book. In 2016 parents will receive a $20.00 gift card and a book.

   A Parent Resource Room in Virginia will be in the old toddler room. Tammy Inman will be the Family Advocate due to the additional work that is going to be required for this project. Terry Solis will be in Eveleth-Gilbert. Both will be participating in the project.

   On August 27th we had training on Professional Development throughout the I3 process from the Erickson Institute. Attendees were the kindergarten teachers from Parkview Elementary, the Title I teacher, Principal Krebsbach, the Virginia Head Start classroom staff, except for the Special Needs Assistants, and Skip Ferris.

   We will be working on sustaining this model and we have a lot of details to work out. Virginia has eight sections of kindergarten. The model calls for two staff in each classroom, and by the time it reaches the third grade is completed there could be 40 additional staff involved. Tracie Wilcox will no longer be doing the fluoride varnish, as she will be assisting with the project. The Flouride Varnish will be contracted out with a dental hygienist. Updates will continue on the I3 Grant and its progress.

   The Data Analysis Group is looking at children with IEP’s and how we can get them ready for kindergarten. A standard form called the Child Observation Scoring Form (COSF), is used by the the schools to determine if a child is at age level. This project is part of a cooperative, the only coop project with multiple agencies involved that is doing this project. We found there were inconsistencies in how the COSF forms are being completed.

   On September 14th, we will be doing a regional training for all of Region III on COSF (Child Observation Scoring Form), that will include the Minnesota Department of Education. The training will be teleconferenced to include other areas from Duluth to International Falls to Grand Rapids to Grand Marais. Most of the attendees will meet at NECSU in Mountain Iron.
A power point presentation will be put together to review updates at the final Statewide Meeting on September 25th in St. Paul. Once this is complete we will present it to the policy council at some point, and the boards. The project has strengthened our partnership with Head Start and the schools involved.

**HEAD START ALL STAFF TRAINING.** We held an all-staff training on September 4th and 5th. The morning of the 5th we provided training on the Technical Assistant Center for Social and Emotional Intervention (TACSEI). All staff will be trained in TACSEI, but the actual project sites are the two morning programs in Hibbing, which has two new teachers. Training was also completed on child safety issues, blood borne pathogens, and program updates. The training ended with a motivational speaker who gave staff a strong message of encouragement.

**CURRICULUM ASSESSMENT TRAINING.** Was held August 28 and 29, 2012. There was a full day training on the COR (Child Observation Record) on August 28th. High Scope numbers, plus training was held and August 29th.

**NATIONAL HEAD START MONTH.** October is National Head Start Month. We plan to do some newspaper articles for this. Head Start classrooms may also do some special activities.

**Melissa Krize moved to approve the Directors Report as presented, supported by Kristin Gustafson.** Motion carried unanimously.

**B. FINANCIAL REPORT:** Norman “Skip” Ferris presented the Financial Report. The AEOA Encumbrance Budget Reports for August 1, 2012, through August 31, 2012, for the FY 2012 Federal Preschool Head Start Grant, FY 2012 Federal Early Head Start Grant, and SFY 2012 MN Head Start Grant included in the Policy Council folder handout were reviewed.

**FY 2012 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $2,107,044 is for the period from April 1, 2012, through March 31, 2013. The Current Period Actual Expenditures are $45,256.44; the YTD Actual Expenditures are $368,122.55; YTD Encumbrance is $7,881.45, and the Balance is $1,731,040.00. The spending of this grant is on target with our planned expenditures and projections.

**FY 2012 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $935,685 is for the period from April 1, 2012, through March 31, 2013. The Current Period Actual Expenditures are $63,313.15; the YTD Actual Expenditures are $247,458.63; and the Balance is $688,226.37. The spending of this grant is on target with our planned expenditures and projections.

**SFY 2012 MN HEAD START GRANT:** This grant in the amount of $498,651 is for the period from July 1, 2012, through June 30, 2013. The Current Period Actual Expenditures are $26,521.24; the YTD Actual Expenditures are $31,094.75; the YTD Encumbrance reflects a refund of $4,099.94; and the Balance is $471,656.19. The spending of this grant is on target with our planned expenditures and projections.

**ARROWHEAD HEAD START CREDIT REPORT:** Copies of the Arrowhead Head Start Credit Card Report for the Visa Credit Card, Wal-Mart Business Card, and Target were distributed. Charges
and credits/payments were reviewed. Head Start is required to review credit card expenses with the Policy Council.

**VISA CREDIT CARD:** For the period from July 1, 2012, through July 23, 2012, The total charges are $3,234.06; and the total credit/payments are $9,029.57.

**WALMART BUSINESS CARD:** For the period from July 25, 2012, through August 10, 2012. The total charges are $181.23, for Early Head Start Program Supplies, no credit/payments were made.

**TARGET CHARGE ACCOUNT:** For the period from July 23, 2012, through August 16, 2012. The total charges are $957.43; and the total credits/payments are $302.95.

**AMERICAN EXPRESS CARD:** For the period from July 12, 2012, through July 17, 2012. The total charges are $593.91; and the total credits/payments are $1,294.50.

**CACFP REIMBURSEMENTS:** For the period from September, 2011 through May, 2012. The total reimbursements are $139,401.34. During this period 26,287 breakfasts, 31,792 lunches, and 6,014 snacks were provided.

Dean Lindberg moved to accept the Financial Report, supported by Kristin Gustafson. Motion carried unanimously.

C. **COMMUNITY RELATIONS REPORT:** Jerry Crittenden presented the Community Relations Manager Report.

**2012-2013 ENROLLMENT REPORT:** The 2012-2013 Enrollment Report dated September 12, 2012, included in the Policy Council folder handout was reviewed. We were fully enrolled on the first day with 414 children. Within EHS Home Base Chic, East Range Hibbing EHS, and Northern Tier, still have openings for 30 days. Kelly Hill, Program Manager is working on filling those slots.

**INTRA/PROGRAM TRANSFER POLICY and PROCEDURE:** Jerry Crittenden review the Intra/Program transfer policy. All information is the same with one new bullet:

. Arrowhead Head Start reserves the right to transfer children to different sites to ensure a balanced classroom.

This change was made to help ensure safety in the classrooms and to provide children with Special needs or high needs, the best Head Start opportunity possible. The last bullet was the only change in the Policy and Procedure. Jennifer Lund moved to approve the Intra/Program Transfer Policy and Procedure with the added bullet, supported by Dean Lindberg. Motion carried unanimously.

Melissa Krize moved to accept the Community Relations Manager Report, supported by Kristin Gustafson. Motion carried unanimously.
D. **PARENT/COMMUNITY REPRESENTATIVE REPORTS:**

- **MESABI EAST:** Lisa Mount reported on larger kindergarten class this year.
- **QUAD EHS HOME BASE:** Kristin Gustafson reported on the visit to Iron-World.
- **VIRGINIA III COMBINATION OPTION:** Kristine Gustafson is representative for this year.
- **VIRGINIA I:** Dean Lindberg representative for this year.

VII. **OLD BUSINESS:**

A. **PROGRAM SELF-ASSESSMENT (PSA):** Norman “Skip” Ferris will have the Program Self-Assessment Report ready for the October Policy Council Meeting.

B. **2012 HEAD START STRATEGIC PLANNING:** Skip Ferris reviewed the 2012 Head Start Strategic Planning report. Lengthy discussion was held on the three Parent Engagement Goals:

1. **Goal 1 - Increase family engagement in transitions**  
   **Planned results:**  
   1. Invite Elementary Principals to speak to families at Head Start graduations  
   2. Invite members of local PTA’s to speak to Head Start parents  
   3. Summer calendar of “to do’s” for parents to work on with their child (activities on Head Start website)  
   4. Place local school calendars on the Head Start website.

2. **Goal 2 - Increase family connections to peers and community**  
   **Planned results:**  
   1. Find alternative ways to contact and communicate with families  
   2. Survey families to determine their access to computers  
   3. Establish a Head Start newsletter on the Head Start website  
   4. Follow-up on referrals to community resources  
   5. Welcome information from families to families (video messaging from Head Start parents)  
   6. Collaborative groups of Head Start staff and parents to work on the Parent Family Community Engagement goals.

3. **Goal 3 - Increase the ability of families to be advocates and leaders**  
   **Planned Results**  
   1. Build strong relationships with families through intentional visits  
   2. Leadership training for families  
   3. Provide families with a “Fact of the Month” that is based on research tidbits  
   4. Survey parents for meeting/socialization topics  
   5. Include the whole family in parent meetings (offer child care)  
   6. Parents to promote Head Start

**Kristin Gustafson moved to accept the 2012 Strategic Planning Report, supported by Jennifer Lund. Motion carried unanimously.**
C. **SCHOOL READINESS GOALS:** Norman “Skip” Ferris will be reviewed by Policy Council at the October Meeting. A paper presentation is being planned to show our School Readiness Goals that can be shared with the schools, parents and community partners.

D. **PARENT, FAMILY and COMMUNITY ENGAGEMENT:** A Norman “Skip” Ferris reported a Family Service Staff Meeting will be held on October 5th. The Parent, Family and Community Engagement goals will be worked on at that meeting. Head Start parent’s will be invited to attend that meeting to help us work on the goals.

E. **2012-2013 POLICY COUNCIL ORIENTATION:** Norman “Skip” Ferris reviewed Policy Council Orientation to be held Wednesday, October 10, 2012, from 9:00 a.m. to 3:30 p.m., at United in Christ Lutheran Church, Eveleth, Minnesota. The theme will be Tail-Gate Party. Dress as your favorite athletic team (sports team) if you want. Discussion centered on decorations – anyone who has sports or athletic theme decorations/posters are to bring them. Lunch will be provided. A number of ice-breaker games were reviewed. Policy Council meeting for the new group will be held in the afternoon with election of officers. Skip is requesting assistance from parents to decorate early morning, Kristine Gustafson volunteered.

VIII. **NEW BUSINESS:**

A. **POLICIES and PROCEDURES:** Norman “Skip” Ferris began review of fourteen (14) policies and procedures that were updated by Judy Kelly, Disabilities Manager. Judy Kelly then arrived and continued going over the changes. The Policy Council discussed the changes to each Policy and Procedure.

Dean Lindberg moved to accept the new “Parent-Child Interaction Screening: Early Head Start Policy” and all changes, additions and deletions of the policies and procedures already in place:

- Individual Education Plan (IEP)/Individual Family Service Plan (IFSP) Policy
- IEP/IFSP Eligibility Meeting
- Implementation and Documentation of Individual Education Plan IEP/Individual Family Service Plan (IFSP) Services Policy
- Disability Transition Policy
- Early Childhood Screening Summary Policy
- Enrollment/Selection Criteria for Children with Disabilities Policy
- Development of Interagency Agreements Policy
- School District Transportation Policy
- Coordination of Disabilities, Health, Mental Health, Education Services Policy
- Individualization of Program: EHS Pregnant Women Policy
- Parent-Child Interaction Screening: Early Head Start Policy (new)
- Developmental and Behavioral Screening (Birth – 5 years old) Policy
- Developmental and Behavioral Screening and Monitoring: ASQ for Early Head Start
- Referral for Evaluation Policy

Supported by Jennifer Lund. Motion carried unanimously.

B. **PROGRAM INFORMATION REPORT (PIR):** Norman “Skip” Ferris reported the Program Information Report which includes all data information from the beginning to the end of the year will be reviewed at the October Policy Council Meeting.
C. **NEW EMPLOYEE RECOMMENDATIONS:** Norman “Skip” Ferris reported some of the job openings had to be extended. Recommendation to hire will be done at the October Policy Council Meeting.

D. **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported the next Policy Council Meeting and Orientation is scheduled for Wednesday, October 10, 2012, at 9:00 a.m. at United in Christ Lutheran Church in Eveleth, Minnesota.

IX. **MISCELLANEOUS DISCUSSION:** Discussions were held on texting notices to meeting, Mesabi East School addition, and the increase of kindergarten children in schools, closing of schools, opening of Northwoods school, and teachers resigning.

X. **ADJOURNMENT:** Kristine Gustafson moved to adjourn the meeting, supported by Dean Lindberg. **Motion carried unanimously.** The meeting was adjourned at 11:35 a.m.

Respectfully submitted,

_____________________________________________________________________
Kristin Gustafson, Secretary
Arrowhead Head Start Policy Council

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Norman E. “Skip” Ferris III, Director
Arrowhead Head Start