ATTENDANCE:
Dawn Suhonen Chairperson
Jennifer Lund HAP I Center/Policy Council Representative to AEOA Board of Directors
Jesse Kirkpatrick Hibbing III Center
Lisa Mount Mesabi East Center/Vice Chairperson-Parliamentarian
Melissa Krize Mt. Iron-Buhl Combination Option
Dean Lindberg Virginia I Center
Jaclyn Tague Virginia III Combination Option/SPA Representative
Kristin Gustafson Quad EHS Home Base/East Range EHS Home Base/Northern Tier EHS Home Base/Secretary
Norman “Skip” Ferris III Head Start Director
Marlene Paavola Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
Babbitt Combination Option Virginia II Center
Chisholm I Center Virginia Toddler Center and Virginia FCC
Chisholm II Combination Option Hibbing EHS Home Base/West Range EHS Home Base/CHIC EHS
Ely Center Home Base/Hibbing A
Eveleth-Gilbert I Center Lake County EHS Home Base/Hermantown EHS Home Base
Eveleth-Gilbert II Center Community Representative Isabelle Westman - Representative
HAP II Combination Option from AEOA Board of Directors
Hibbing I Center Carry-Over Parent Susan Lehto
Hibbing II Center Carry-Over Parent Alphonso Buenaventura
Hibbing IV Center Carry-Over Parent Shirley Vincent
Two Harbors Combination Option

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Chairperson Dawn Suhonen at 9:40 a.m. on Wednesday, April 11, 2012, in Conference Rooms 2 and 3 at AEOA in Virginia, Minnesota.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing eight (8) members present. A quorum was established.

III. CORRECTION/APPROVAL OF FEBRUARY 8, 2012 POLICY COUNCIL MINUTES: Kristen Gustafson pointed out that her name was misspelled in the minutes. Lisa Mount moved to approve the February 8, 2012 Policy Council Minutes with the correction of the spelling of Kristen Gustafson’s name, supported by Jaclyn Tague. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: None.
V. CORRESPONDENCE: None.

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

I-3 GRANT: Head Start and the Virginia School District will be implementing the Child-Parent Center Model in Virginia for grades K-3 through this grant from the University of Minnesota. We are one (1) of six (6) sites in the Midwest participating in the project, and we are the smallest and most rural. We had our first site visit by the University of Minnesota last week. The team observed in our Virginia classrooms, talked to the Head Start Teachers, and toured the Parkview Learning Center. The group was very impressed with out Head Start program and the Parkview Learning Center. There will be press releases coming out soon. The next Steering Committee meeting will be in Chicago on April 24, 2012.

FEDERAL LEGISLATIVE UPDATE: The proposed 2013 budget includes additional dollars for Head Start for a Cost-of-Living Adjustment (COLA) and for transition for new programs that take over in re-competition.

HEAD START ALL STAFF TRAINING: A Head Start All Staff Training was held on March 23, 2012. Health and safety issues were address. The Center Manager from the site involved in the “Missing Student” incidence reported on what happened on that day. All sites shared what they do to ensure all children are safe. The updated Health and Safety policies and procedures were reviewed. We had our Training/Technical Assistance Early Childhood Education Specialist Chris DeGroote talk to the staff about School Readiness Goals and the new Parent Family Community Engagement.


NATIONAL HEAD START ASSOCIATION CONFERENCE: Tracie Wilcox and Debra Fisher will be attending the National Head Start Association Conference in Nashville, Tennessee the week of April 16, 2012. Tracie will be receiving the Helen Hollingshead Scholarship award for $2,500.

Jaclyn Tague moved to accept the Director’s Report, supported by Kristin Gustafson. Motion carried unanimously.


FY 2011 FEDERAL PRESCHOOL HEAD START GRANT: This grant in the amount of $2,092,175 is for the period from April 1, 2011, through March 31, 2012. The Current Period Actual Expenditures are $335,386.25; the YTD Actual Expenditures are $1,989,062.22; the YTD
Encumbrance is $7,633.58; and the Balance is $95,479.20. We are anticipating a $0 balance. A final close-out report will be presented at the May Policy Council meeting.

**FY 2011 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $569,082 is for the period from April 1, 2011, through March 31, 2012. The Current Period Actual Expenditures are $49,407.27; the YTD Actual Expenditures are $486,501.82; and the Balance is $82,580.18. We are anticipating a $0 balance. A final close-out report will be presented at the May Policy Council meeting.

**FY 2011 FEDERAL EARLY HEAD START EXPANSION GRANT:** This grant in the amount of $179,957 is for the period from September 30, 2011, through March 31, 2012. The Current Period Actual Expenditures are $21,573.08; the YTD Actual Expenditures are $129,216.31; the YTD Encumbrance is $977.81; and the Balance is $49,762.88. We are anticipating a $0 balance. A final close-out report will be presented at the May Policy Council meeting.

**SFY 2012 MN HEAD START GRANT:** This grant in the amount of $552,526 is for the period from July 1, 2011, through June 30, 2012. The Current Period Actual Expenditures are $7,533.84; the YTD Actual Expenditures are $230,562.86; the YTD Encumbrance is $795.00; and the Balance is $321,168.14. The spending of this grant is on target with our planned expenditures and projections.

Jaclyn Tague moved to accept the Financial Report, supported by Kristin Gustafson. Motion carried unanimously.

C. **COMMUNITY RELATIONS MANAGER REPORT:** Norman “Skip” Ferris presented the Community Relations Manager Report. A Recruitment Report will be presented to the Policy Council at the May meeting. Sites will be reviewed and approved by the Policy Council at the May and June meetings. Norman “Skip” Ferris will be meeting with Arrowhead Transit the first part of May. They will present a proposal for transportation at that time. Dean Lindberg shared his concern with the safety of Head Start children in Virginia during with the drop off and pick up times. Norman “Skip” Ferris reminded the Policy Council that we lost transportation at the last minute in the fall. Jesse Kirkpatrick shared his concern with safety of Head Start children in Hibbing, as well, with parents dropping off and picking up those children who live out of the bussing area. Policy Council members discussed this same issue in other sites. Norman “Skip” Ferris stated that he appreciates the parents’ concerns/issues, and he will follow up on these concerns/issues.

**2012-2013 ARROWHEAD HEAD START RECRUITMENT PLAN:** The 2012-2013 Arrowhead Head Start Recruitment Plan included in the Policy Council folder handout was reviewed. There are no changes to the Plan from last year. Policy Council members discussed the 2012-2013 Arrowhead Head Start Recruitment Plan. Jesse Kirkpatrick moved to approve the 2012-2013 Arrowhead Head Start Recruitment Plan, supported by Melissa Krize. Motion carried unanimously.

**2012-2013 ARROWHEAD HEAD START ENROLLMENT POINT SYSTEM:** The 2012-2013 Arrowhead Head Start Enrollment Point System included in the Policy Council folder was reviewed. There are no changes to the Point System from last year. The Office of Head Start defines what we need to use as a criteria. Policy Council members discussed the 2012-2013 Arrowhead Head Start Enrollment Point System. Melissa Krize moved to approve the 2012-
2013 Arrowhead Head Start Enrollment Point System, supported by Kristin Gustafson. Motion carried unanimously.

2012-2013 EARLY HEAD START ENROLLMENT POINT SYSTEM: The 2012-2013 Early Head Start Enrollment Point System included in the Policy Council folder handout was reviewed. There are no changes to the Point System from last year. Policy Council members discussed the 2012-2012 Early Head Start Enrollment Point System. [Jaclyn Tague moved to approve the 2012-2013 Early Head Start Enrollment Point System, supported by Kristin Gustafson. Motion carried unanimously.]

CHANNEL 8 PBS TELETHON: Norman “Skip” Ferris reported on the Channel 8 PBS Telethon held on Sunday, March 18, 2012. They had several calls from the Iron Range.

Jaclyn Tague moved to accept the Community Relations Manager Report, supported by Melissa Krize. Motion carried unanimously.

D. MINNESOTA HEAD START ASSOCIATION (MHSA) REPORT: Norman “Skip” Ferris reported on the Minnesota Head Start Association (MHSA) meeting held on March 13, 2012, in St. Paul. Kay Wilmoth, Region V Director of the Administration for Children and Families in Chicago talked about the re-competition process. There was discussion on the MHSA Parent Training Conference scheduled for April 2-4, 2012, at Cragun’s Hotel and Conference Center in Brainerd. Parents were trained on how to talk to legislators. The next meeting is scheduled for May 8-9, 2012, in St. Cloud. [Jaclyn Tague moved to accept the Minnesota Head Start Association (MHSA) Report, supported by Kristin Gustafson. Motion carried unanimously.]

E. AEOA BOARD OF DIRECTORS REPORT: Jennifer Lund reported on the AEOA Board of Directors Meeting held on February 15, 2012. Norman “Skip” Ferris reported on the “Missing Child” incident. All Board members were empathetic to the situation and understanding. She enjoys being on the Board. The AEOA Board of Directors approved all of our Health and Safety Policies and Procedures. Norman “Skip” Ferris shared that Lisa Mount is interested in being a consumer representative from the Aurora-Hoyt Lakes area on the AEOA Board of Directors. He will get her an application for this position.

Norman “Skip” Ferris reported on the AEOA Board of Directors Meeting held on December 21, 2011. The AEOA Board of Directors approved the FY 2012 Federal Head Start Grant Application. The Notice of Award approving the FY 2012 Federal Head Start Grant Application was received on March 29, 2012.

Lisa Mount moved to accept the AEOA Board of Directors Report, supported by Dean Lindberg. Motion carried unanimously.

F. MINNESOTA HEAD START ASSOCIATION (MHSA) PARENT TRAINING CONFERENCE REPORT: Melissa Krize reported on the Minnesota Head Start Association (MHSA) Parent Training Conference held on April 2-4, 2012, at Cragun’s Hotel and Conference Center in Brainerd. The Training Conference was very interesting. She shared information from the workshops she attended, and how she is incorporating the information in working with her children.
Jaclyn Tague shared information she received at the MHSA Parent Training Conference. She thought the Conference was very interesting. Dr. Verna Price gave a Self-Esteem presentation. Dr. Price signed the book Jaclyn purchased. There was a lot of talk about voting. Parents can submit their story on how Head Start has helped them on the NHSA website (www.NHSA.org).

**Melissa Krize moved to accept the Minnesota Head Start Association Parent Training Conference Report, supported by Jesse Kirkpatrick. Motion carried unanimously.**

**G. EARLY CHILDHOOD AND FAMILY ADVISORY COMMITTEE REPORT:** Tabled to the May 16, 2012 Policy Council Meeting.

**H. HEALTH ADVISORY COMMITTEE REPORT:** The March 21, 2012 Health Advisory Committee Minutes were included in the Policy Council folder handout. Jaclyn Tague reported that the Health Policies and Procedures were reviewed and changes made. Jennifer Lund reported that they discussed dental services, and the difficulty in getting dental services. Norman “Skip” Ferris added that they talked about Nutrition and Body Mass Index. We should have the Body Mass Index results soon. The Committee also talked about tuberculosis. Tuberculosis cases in our region and across Minnesota continue to be very low, so the Health Department recommendation that child care personnel do not need Mantoux screening remains as it has been. Jaclyn Tague added that adults are encouraged to receive the new DTaP vaccine. Norman “Skip” Ferris reported that the Public Health Nurse from the St. Louis County Health Department and our Registered Nutritionist were also at the meeting. **Melissa Krize moved to accept the Health Advisory Committee Report, supported by Kristin Gustafson. Motion carried unanimously.**

**I. PARENT/COMMUNITY REPRESENTATIVE REPORTS:**

**VIRGINIA I CENTER:** Dean Lindberg reported that the Virginia I Center is visiting the Kindergarten at the Parkview Elementary today. They also may be going to the Bois Forte Heritage Center.

**MT. IRON-BUHL COMBINATION OPTION:** Melissa Krize reported that their site is planning a field trip to the Hospital on April 26, 2012. They will be going on a field trip to Super One on May 9, 2012.

**MESABI EAST CENTER:** Lisa Mount reported on their field trip to Super One North and Kentucky Fried Chicken in Virginia. In May they are going to Plagemann’s in Aurora and the Bear Creek Farm.

**EVELETH-GILBERT I CENTER:** Dawn Suhonen reported on the 8th Grade Home Economics class getting together with the Eveleth-Gilbert I class to do activities for four (4) weeks.

**QUAD EHS HOME BASE:** Kristin Gustafson reported on their field trip to the Aquarium in Duluth on March 20, 2012.

**VII. OLD BUSINESS:**

**A. NOTICE OF DEFICIENCY FOLLOW-UP:** Norman “Skip” Ferris reported that we have not received a response yet. This item will be on the agenda until we receive a response.
B. **STATE MONITORING REVIEW FOLLOW-UP:** Norman “Skip” Ferris reported that the State Monitoring Review Report has been received. The following are three (3) areas of non-compliance:

- A hole in the bathroom floor and a protective barrier covering the radiator in the bathroom at the Eveleth-Gilbert Center location needed repair. Photographic evidence of the repair was sent to the Minnesota Department of Education on February 15, 2012.

- A swing set was incorrectly labeled in our equipment inventory. The correction to the inventory has been made, and a picture of the swing set with all documentation will be sent with our corrective action plan.

- We need to have a written policy for ongoing monitoring of Early Head Start and Head Start teacher qualifications. Our policy is almost done and will be presented for Policy Council review and approval at the May meeting.

Corrective action to these non-compliance areas is due by June 27, 2012.

C. **PROGRAM SELF-ASSESSMENT (PSA) UPDATE:** Norman “Skip” Ferris reported that the Program Self-Assessment reviews have been completed. We are in the process of compiling the Report. It will be presented to the Policy Council for review and approval by June, 2012.

D. **PARENT ACTIVITY FUND:** Norman “Skip” Ferris explained that there are dollars designated in the Minnesota Head Start Grant for a Policy Council initiative. Each site will receive $25 for this initiative. At the last Policy Council meeting a suggestion was made to do something on safety with further discussion and a decision to be made at this Policy Council Meeting. Projects from previous years were shared. Policy Council members discussed different ideas. Sites must report back to the Policy Council on what they did. **Jaclyn Tague moved that the Policy Council Parent Activity Fund will be on safety, supported by Jesse Kirkpatrick. Motion carried unanimously.** Norman “Skip” Ferris will contact sites about the Policy Council Parent Activity Fund initiative.

VIII. **NEW BUSINESS:**

A. **FY 2012 FEDERAL EARLY HEAD START EXPANSION, COST-OF-LIVING ADJUSTMENT (COLA) AND TRAINING AND TECHNICAL ASSISTANCE (T/TA) SUPPLEMENTAL GRANT APPLICATION:** Norman “Skip” Ferris reported that we received notice of funding for the second half of our Early Head Start Expansion to serve 32 Early Head Start expansion children, Cost-Of-Living Adjustment (COLA) of .72 percent for Head Start and Early Head Start, and Early Head Start Training and Technical Assistance (T/TA). This funding will become a permanent part of our Federal Grant. The FY 2012 Federal Early Head Start Expansion Budget Draft in the amount of $175,568 for Early Head Start Expansion and $4,553 for Early Head Start Training and Technical Assistance (T/TA) included in the Policy Council folder handout was reviewed. The FY 2012 Cost-of-Living Adjustment (COLA) Draft for all Head Start staff in the amount of $14,869, and all Early Head Start staff in the amount of $6,526 included in the Policy Council folder handout was reviewed. **Lisa Mount moved to approve the FY 2012 Federal Early Head Start Expansion, Cost-Of-Living Adjustment (COLA), and Early Head Start Training and Technical Assistance...**
(T/TA) Supplemental Grant Application in the amount of $201,516, supported by Melissa Krize. Motion carried unanimously.

B. **NEW EMPLOYEE RECOMMENDATIONS:**

**TEMPORARY LONG-TERM CENTER MANAGER SUBSTITUTE FOR EAST RANGE AREA:** Dawn Suhonen reported on the Temporary Long-Term Center Manager Substitute for the East Range area interviews held on February 22, 2012, at AEOA in Virginia, Minnesota. Nine (9) applications were received from internal and external job postings, and newspaper advertisement(s). The applications were screened by Alane O’Bryan, Program Manager. Four (4) applicants were interviewed. The Interview Team consisted of Norman “Skip” Ferris, Head Start Director; Alane O’Bryan, Program Manager; Kristine Norberg, Program Manager; and Dawn Suhonen, Policy Council Chairperson. The Interview Team recommends Rachel Alvarez for the Temporary Long-Term Center Manager Substitute position for the East Range area. Candidate’s background/position qualifications were shared. **Kristin Gustafson moved to approve Rachel Alvarez for the Temporary Long-Term Center Manager Substitute position for the East Range Area, supported by Dean Lindberg. Motion carried unanimously.**

**TEMPORARY LONG-TERM CENTER MANAGER SUBSTITUTE FOR WEST RANGE AREA:** Dawn Suhonen reported on the Temporary Long-Term Center Manager Substitute for the West Range area interviews held on February 22, 2012, at AEOA in Virginia, Minnesota. Nine (9) applications were received from internal and external job postings, and newspaper advertisement(s). The applications were screened by Alane O’Bryan, Program Manager. Four (4) applicants were interviewed. The Interview Team consisted of Norman “Skip” Ferris, Head Start Director; Alane O’Bryan, Program Manager; Kristine Norberg, Program Manager; and Dawn Suhonen, Policy Council Chairperson. The Interview Team recommends Susan Lucas for the Temporary Long-Term Center Manager Substitute position for the West Range Area. Candidate’s background/position qualifications were shared. **Kristin Gustafson moved to approve Susan Lucas for the Temporary Long-Term Center Manager Substitute position for the West Range Area, supported by Jaclyn Tague. Motion carried unanimously.**

C. **SCHOOL READINESS:** Norman “Skip” Ferris reported that we will leave this item on the Policy Council Agenda for future meetings as a topic of conversation and to keep the Policy Council updated.

D. **PARENT, FAMILY AND COMMUNITY ENGAGEMENT:** Norman “Skip” Ferris reported that we will leave this item on the Policy Council Agenda for future meetings as a topic of conversation and to keep the Policy Council updated.

E. **EARLY CHILDHOOD AND FAMILY ADVISORY COMMITTEE MEETING:** Norman “Skip” Ferris reported that an Early Childhood and Family Advisory Committee Meeting is scheduled for May 11, 2012, from 12:30 p.m. to 2:30 p.m.

F. **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported that the next Policy Council Meeting is scheduled for Wednesday, May 16, 2012, at 9:30 a.m. at United in Christ Lutheran Church in Eveleth, Minnesota. Tentative dates for future Policy Council Meetings are June 6, 2012, and August 8, 2012. These dates will be discussed at the May Policy Council Meeting.
IX. **MISCELLANEOUS: DISABILITIES/MENTAL HEALTH COMMITTEE MEETING:** Norman “Skip” Ferris reported that a Disabilities/Mental Head Committee Meeting is scheduled for Thursday, April 19, 2012 from 9:00 a.m. to 12:00 p.m. at AEOA in Virginia, Minnesota.

X. **ADJOURNMENT:** Lisa Mount moved to adjourn the meeting, supported by Jesse Kirkpatrick. Motion carried unanimously. The meeting was adjourned at 11:55 a.m.

Respectfully submitted,

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Kristin Gustafson, Secretary
Arrowhead Head Start Policy Council

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