PRESENT:

Ann Teske  PSHB I and PSHB II
Cassondra Weber  Mt. Iron Buhl
Cathy Zelinski  Policy Council Representative to the Board
Cindy Haugen  Virginia Toddler Center
Diane Taylor  Hibbing II
Janet Burke  Virginia II Center
Jenna Johnston  Two Harbors
Jennifer Elmberg  Mesabi East
Julie Louks  Virginia I Center
Ruthie Gornik  Babbitt
Devon Richter  Disabilities Manager
Kelly Hill  EHS Program Manager
Kristine Norberg  Family Services Manager
Tracie Wilcox  Mental Health Professional
Tracy Sandnas  Head Start Finance Supervisor
Norman “Skip” Ferris III  Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

Chairperson-Excused
CHIC and Northern Tier EHS-Open
Chisholm I-Excused
Chisholm II Combo-Open
Ely-Excused
Eveleth-Gilbert-Open
HAP I Center-Open
HAP II-Absent
Hermantown and Lake County EHS-Excused
Hibbing EHS HB & West Range HB-Open
Hibbing I Center-Absent
Hibbing III Center-Open
Hibbing IV Center-Absent
PSHB I & East Range EHS-Excused
Quad I and II EHS-Open
Virginia III Center-Absent
The Policy Council meeting was held on April 13, 2016 at AEOA in conference room 2 Virginia, Minnesota.

I. **CALL TO ORDER:** The Arrowhead Head Start Policy Council Meeting was called to order by Cassondra Weber, Vice Chairperson at 9:35 a.m. on Wednesday, April 13, 2016.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 11 members present. A quorum was established.

III. **CORRECTION/APPROVAL OF February 10, 2016 POLICY COUNCIL MINUTES:** None. Jenna Johnston moved to approve the February 10, 2016 Policy Council Minutes as written, supported by Janet Burke. Motion carried unanimously.

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Matt Traynor from the MN Coalition for the Homeless was here to speak to Policy Council members after correspondence. Jenna Johnston moved to add Matt Traynor to the agenda, supported by Jennifer Elmberg. Motion carried unanimously.

V. **CORRESPONDENCE:** None.

VI. **SPEAKER:** Matt Traynor addressed members on behalf of the MN Coalition for the Homeless (MCFTH). The MCFTH is a statewide council organization working to improve policies for low income Minnesotans. The organization is currently requesting 130 million dollars to invest in affordable housing. Last year the organization received 100 million dollars.

MCFTH is asking for an additional $100 per month to help families in need. Currently a family of 3 receives $532 a month. That is the same amount a family of 3 has received for the last 30 years. Matt said there was strong support from both the Democrats and Republicans for this change. Matt asked members if they would send a letter to our legislators in support of the MFIP increase. Matt told members that the Head Start Policy Council has a lot of influence.
VII. REPORTS:

A. DIRECTOR’S REPORT: Norman “Skip” Ferris III presented the Directors Report. Skip reported that there are a couple of bills out for Pre-K that will involve school districts. One has a Head Start piece included in the bill, another does not. In these bills, school districts would get money for Pre-K programs. A stipulation in one bill requires teachers to be paid comparable wages as teachers in the school district.

The new Head Start Performance Standards are expected to be out in September. The AEOA Board of Directors passed a 1.8% Cost of Living Increase (COLA). Head Start will receive funds for a COLA from the Office of Head Start, from 1.7% to 1.8%. This will then become part of our base funding in the future.

Two Harbors is interested in doing a partnership program with Head Start. Skip will be meeting with them next week. The Virginia School District sent out a newsletter that included an application to sign up for Pre-K. If you are already signed up for Head Start, you don’t need to do anything unless you are interested in the Friday wrap around day, then you will need to fill out an application. There will be a sliding fee for Head Start families, so most families won’t pay anything. Skip wrote for Pathway II Scholarship dollars to help pay for full day services in Virginia. Jenna Johnston moved to accept the Director’s Report, supported by Jennifer Elmberg. Motion carried unanimously.

Skip presented the sample letter from Matt Traynor for the Policy Council Members to write, sign and submit to our legislators. Members present agreed to send a letter. Jennifer Elmberg volunteered to write the letter. She will email the letter to Skip and we will mail the letter out to members to suggest any changes before it is signed and mailed to our legislature representatives. Cheri Avirill Manner moved to submit a letter to our legislature in support of the MFIP increase, supported by Janet Burke. Motion carried unanimously.


**SFY 2015 MN HEAD START GRANT:** This grant in the amount of $630,787.00 is for the period from July 1, 2015, through June 30, 2016, the Current Period Actual Expenditures are $101,387.83; the YTD Expenditures are $420,710.51; YTD Encumbrance is $0.00; and the Balance is $210,076.49. Spending of this grant is on target with our planned expenditures and projections.
**FY 2015 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $2,026,937.00 is for the period from April 1, 2015, through March 31, 2016. The Current Period Actual Expenditures are $341,170.91; the YTD Actual Expenditures are $1,852,284.50; the YTD Encumbrance is $20,727.43; and the Balance is $153,925.07. Spending of this grant is on target with our planned expenditures and projections.

**FY 2015 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $1,054,699.00 is for the period from April 1, 2015, through March 31, 2016. The Current Period Actual Expenditures are $194,170.91; the YTD Actual Expenditures are $977,212.42; YTD Encumbrance $13,889.53 and the Balance is $63,597.05. 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. **Jenna Johnston moved to accept the Financial Reports, supported by Jennifer Elmberg. Motion carried unanimously.**

**C. COMMUNITY RELATIONS MANAGER REPORT:** None.

**D. AEOA BOARD MEETING-FEBRUARY 17, 2016:** Cheri Avirill Manner reported on the COLA the board approved. The new AEOA building was discussed, it will be located where the current RMH building is behind Target. The agency is replacing Harlan Tardy’s name on bank accounts to Paul Carlson. There is going to be an expansion of Arrowhead Transit building in Carlton County. There was also a partnership between AEOA and Kootasca to see if they are going to continue the relationship as is or make changes. **Jenna Johnston moved to accept the AEOA Executive Committee Meeting Report, supported by Julie Louks. Motion carried unanimously.**

**VIII. OLD BUSINESS:**

**A. SFY 2016 FUNDING APPLICATION:** Skip let members know that the grant was approved for the 2016-2017 program year.

**B. PARENT ACTIVITY FUND:** Skip passed around Thank You notes and cards from Head Start classrooms that have purchased their STEAM project supplies.

**C. ENVIRONMENTAL HEALTH & SAFETY REVIEW UPDATE:** Skip reported that we had two reviewers. We did a great job with the Health & Safety Review. Skip will share the review once we receive it.

**D. SCHOOL READINESS:** None.

**E. PARENT FAMILY COMMUNITY ENGAGEMENT:** None
IX. NEW BUSINESS:

A. POLICY COUNCIL BY-LAWS: Skip presented the changes to members that the Executive Committee met on. The changes were mailed out to members. A discussion was held. **Jenna Johnston moved to accept the Updated Policy Council By-Laws, supported by Janet Burke. Motion carried unanimously.**

B. NEW EMPLOYEE RECOMMENDATIONS: Skip recommended Felicia Young for the Teacher Aide position at the Virginia II site. **Janet Burke moved to accept Felicia Young as the new TA at Virginia II, supported by Jenna Johnston. Motion carried unanimously.** Skip recommended Stephanie Maki for the Special Needs Assistant at the Chisholm II site. **Janet Burke moved to accept Stephanie Maki as the new SNA at Chisholm II, supported by Jenna Johnston. Motion carried unanimously.**

C. POLICIES AND PROCEDURES: Skip presented the updates for the Recruitment Plan for 2016-2017 on behalf of Jerry Crittenden. **Jennifer Elmberg moved to accept the Recruitment Plan for 2016-2017, supported by Julie Louks. Motion carried unanimously.**

Skip presented the updates for Enrollment Policy for 2016-2017 on behalf of Jerry Crittenden. **Janet Burke moved to accept the Enrollment Policy, supported by Jennifer Elmberg. Motion carried unanimously.**

Kelly Hill presented the elimination of the Home Base/Combination Educational and Family Service Programming Policy. **Jenna Johnston moved to accept the Home Base/Combination Educational and Family Service Programming Policy, supported by Julie Louks. Motion carried unanimously.**

Kelly presented the updates for the Training and Development Policy. **Julie Louks moved to accept the Training and Development Policy, supported by Cheri Avirill Manner. Motion carried unanimously.**

Kelly presented the updates for the Employee Performance Evaluation Policy. **Diane Taylor moved to accept the Employee Performance Evaluation Policy, supported by Julie Louks. Motion carried unanimously.**

Kelly presented the elimination for the CDA Training & Renewal Policy. **Jennifer Elmberg moved to eliminate the CDA Training & Renewal Policy, supported by Diane Taylor. Motion carried unanimously.**
Kelly presented the updated Child Development Associate (CDA) Credential Training Policy. **Julie Louks moved to accept the Child Development Associate (CDA) Credential Training Policy, supported by Jenna Johnston. Motion carried unanimously.**

Kelly presented the updated Child Development Associate (CDA) Credential Renewal Policy. **Jennifer Elmberg moved to accept the Child Development Associate (CDA) Credential Renewal Policy, supported by Jenna Johnston. Motion carried unanimously.**

Kelly presented the updates for the Child Development & Family Specialized Policy. **Jennifer Elmberg moved to accept the Child Development & Family Specialized Policy, supported by Diane Taylor. Motion carried unanimously.**

Kelly presented the elimination for the Required Home Visits & Parent Conferences Policy. **Jennifer Elmberg moved to eliminate the Required Home Visits & Parent Conferences Policy, supported by Diane Taylor. Motion carried unanimously.**


Kelly presented the Developmental Screenings & Monitoring: Ages & Stages Questionnaires: (ASQ-3) Policy. **Janet Burke moved to accept the Developmental Screenings & Monitoring: Ages & Stages Questionnaires: (ASQ-3) Policy, supported by Julie Louks. Motion carried unanimously.**

Kristine Norberg presented the updates for the Family Partnership Agreement Policy. **Janet Burke moved to accept the Family Partnership Agreement Policy, supported by Ruthie Gornik. Motion carried unanimously.**

Kristine presented the updates for the Family Resources & Referrals Policy. **Jenna Johnston moved to accept the Family Resources & Referrals Policy, supported by Julie Louks. Motion carried unanimously.**

All of these policies can be viewed on our website at www.aeoaoa.org
D. **COMPREHENSIVE SERVICE & SCHOOL READINESS REVIEW-APRIL 18-21, 2016:**
Two reviewers will be coming to visit the Head Start office and sites. They will begin by meeting with the management team on Monday.

E. **STRATEGIC PLANNING:** Skip presented the process that the planning team went through last Friday. Janet Burke stated that it was a very interesting process. We worked on Head Start’s round 1 phase of the Vision and Mission statements. The team will be meeting again next Friday.

F. **POLICY COUNCIL MEETING SCHEDULE JUNE 8, 2016:** at 9:30 a.m. at AEOA in the conference room in the basement.

G. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Diane Taylor and Janet Burke attended the Parent Conference at Cragun’s Lodge & Resort April 4-6, 2016. Diane shared that she learned about anxiety issues with children, mental health issues, autism and bipolar issues involving children. This was the 2nd year that Janet was able to attend. She went to Minnesota Asset Building Coalition’s Dave Snyder’s workshop. She learned how to talk to people in our community and how to make changes within the community. She learned that we can’t turn our kids into mini adults. Having children spend time outdoors is great for skill building before they turn 9. She also learned how to make homemade products out of our kitchens, which she provided copies to all Head Start/EHS educators to use in the classrooms and on home visits. Both parents got to share and connect with other parents and they had a great experience.

Virginia II is working on their graduation.
Babbitt reported that Morgan is doing well.

X. **MISCELLANEOUS DISCUSSION:** None

XI. **ADJOURNMENT:** Jennifer Elmberg moved to adjourn the meeting, supported by Jenna Johnston. Motion carried unanimously. The meeting was adjourned at 11:43 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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