702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES
April 1, 2015

PRESENT:
Amanda Oferosky  Representative from AEOA Board
Amber Redinger  Two Harbors Combo
Amber Skinner  Hermantown and Lake County EHS
Cathy Zelinski  PSHB I & East Range EHS
Chuck Neil  Health Manager
Erin Shay  Community Representative
Jenna Johnston  Carry Over Parent
Jerry Crittenden  Community Relations Manager
Joe Paschke  Carry Over Parent
Kelly Hill  EHS Program Manager
Kristin Gustafson  Parent Advisor
Norman “Skip” Ferris III  Head Start Director
Stacy Hegfors  Ely Center
Tiffany Hinchliffe  Chairperson
Tracy Sandnas  Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:
Angie Pike- Carry Over Parent
Babbitt Combination
Bob Larkin- Representative from AEOA Board-Excused
Carry Over Parent- Meggin McLean
CHIC and Northern Tier EHS
Chisholm I Center and Chisholm II Combo-Open
Eveleth-Gilbert Center
HAP I Center-Excused
HAP II Center
Hibbing EHS HB & West Range HB-Open
Hibbing I Center-Open
Hibbing II Center-Open
Hibbing III Center
Hibbing IV Center-Open
Mesabi East-Open
Mt Iron Buhl Combo-Open
PSHB I and PSHB II-Open
Quad I and II EHS
Virginia I Center-Excused
Virginia II Center-Open
Virginia III Center-Open
Virginia Toddler Center-Open
The Policy Council meeting was held on April 1, 2015 at AEOA in conference room 2 Virginia, Minnesota.

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Tiffany Hinchliffe, Chairperson, at 9:48 a.m. on Wednesday, April 1, 2015.

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

III. CORRECTION/APPROVAL OF February 11, 2015 POLICY COUNCIL MINUTES: None

Amanda Oferosky moved to approve the February 11, 2015 Policy Council Minutes as written, supported by Jenna Johnston. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: None

V. CORRESPONDENCE: None

VI. REPORTS:
A. DIRECTOR’S REPORT: Skip presented the Directors Report. Governor Dayton’s budget plan includes an additional $19.4 million for Head Start to eliminate the current Head Start waiting list of approximately 2500 kids. Policy Council Members and parents are encouraged to write to their State Legislator’s asking them to support this increase for Head Start. A sample letter was passed out to the members of the Policy Council. Tracy Sandnas will text members the website address so everyone can contact his/her representative. The Minnesota Asset Building Coalition’s (mabc) getting to work bill for dependable transportation to work and school is in progress was discussed. The mabc would like volunteers to meet with Senator Tomassoni and discuss their concerns. If you would like to volunteer, please contact Skip and he will forward your name to Lorrie Janatopoulos. The Pathway II Early Learning Scholarships were submitted in March for Eveleth-Gilbert, Mesabi East and Hibbing for transportation. One was also submitted for the St. Louis County Schools to expand the K-Ready Preschool to the South Ridge school. Jerry Crittenden and Skip will be meeting with the Cook County School District on April 9, 2015. Head Start held a Spring Family Fun Event in Duluth at UMD for the Northland Community Wellness Day. The food was wonderful and there were many booths to visit. Cathy Zelinski reported that the Head Start families were treated extra special at the event. 117 Head Start parents and children attended the event. Kelly Hill presented the COR Advantage site planning and goal setting summary to members. These reports are put together 3 times a year. She identified specific strategies to work with children to increase their scores in difficult areas of development. Skip shared the retirements of Judy Kelly our Disabilities/Mental Health Manager and Chuck Neil our Health Manager.
Skip asked members to think about changing the Policy Council meeting schedule from the current 9 meetings a month to holding them every other month for a total of 6 meetings per year. A special meeting will be set up to discuss members’ thoughts and suggestions on April 21st at 9:30 a.m. at AEOA. **Jenna Johnston moved to accept the Director’s Report, supported by Amanda Ofersosky. Motion carried unanimously.**

A. **FINANCIAL REPORT:** Skip presented the Financial Report.

**FY 2014 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $1,509,131.00 is for the period from July 1, 2014, through March 31, 2015. The Current Period Actual Expenditures are $185,095.10; the YTD Actual Expenditures are $1,272,318.51; the YTD Encumbrance is $0.00; and the Balance is $236,812.49. Spending of this grant is on target with our planned expenditures and projections.

**FY 2014 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $817,810.00 is for the period from July 1, 2014, through March 31, 2015. The Current Period Actual Expenditures are $75,563.34; the YTD Actual Expenditures are $566,161.02; YTD Encumbrance $0.00 and the Balance is $175,226.02. Spending of this grant is on target with our planned expenditures and projections.

**SFY 2015 MN HEAD START GRANT:** This grant in the amount of $498,148.00 is for the period from July 1, 2014, through June 30, 2015, the Current Period Actual Expenditures are $40,087.14; the YTD Expenditures are $329,061.96; YTD Encumbrance is $0.00; and the Balance is $162,086.04. 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. Skip also presented the agency final audit report to members as well as the recommendations from the auditor’s to correct findings for the period July 1, 2010-June 30, 2011. **Amber Redinger moved to accept the Financial Reports, supported by Amber Skinner. Motion carried unanimously.**

B. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden shared that our volunteering during the PBS Telethon was not needed this year. Next week is the Parent Conference in Brainerd, MN at Cragun’s resort. Amanda Ofersosky will give a report to members at the next meeting. Jerry will also present his recruitment report at the next meeting **Amanda Ofersosky moved to accept the Community Relations Report, supported by Amber Redinger. Motion carried unanimously.**
C. **HEALTH ADVISORY COMMITTEE REPORT:** Chuck Neil presented the report. Policy Council members are encouraged to read the minutes from the Health Advisory Committee report. Chuck also gave member’s knowledge on immunizations and how important they are to eliminate diseases. **Amber Redinger moved to accept the Health Advisory Committee Report, supported by Amanda Oferosky. Motion carried unanimously.** Chuck presented the following Policies & Procedures for approval:

a. Medication Administration  
b. Classroom Sanitation  
c. Diaper Changing Procedure  
d. Emergency Care & Illness  
e. Hand Washing  
f. Mealtimes  
g. Food Allergies & Special Diets  
h. Food Safety  
i. Accident & Incident Report  
j. Pets

All of these Policies and Procedures can be found on our AEOA Website. **Jenna Johnston moved to accept the Policies and Procedures presented, supported by Amanda Oferosky. Motion carried unanimously.**

D. **AEOA BOARD MEETING REPORT—FEBRUARY 18, 2015—** Skip reported that all of Jerry’s Policies and Procedures were approved. The AFSME contract was approved for Transit. AEOA was approved to provide housing services in Carlton County. The St. Louis County Board of Commissioner for the new building was approved. **Amanda Oferosky moved to accept the AEOA Board Meeting Report, supported by Jenna Johnston. Motion carried unanimously.**

VII. **OLD BUSINESS:**

A. **FY 2016 HEAD START FUNDING APPLICATION:** Skip informed members that the funding application for the state grant is due May 1, 2015. We will be receiving the same amount as last year. A committee meeting to work on the funding application will be on April 21, 2015 at AEOA starting at 9:30 a.m.

B. **EHS/CHILD CARE PARTNERSHIP GRANT UPDATE:** Skip reported that he and Kelly Hill have been attending meetings. Jerry will join them at the meeting next week on April 22, 2015.

C. **STATE EARLY CHILDHOOD BONDING FUNDING APPLICATION:** Skip updated members that we are getting close to receiving the final results soon and a press release will be sent out.
D. **PROGRAM SELF-ASSESSMENT (PSA):** Skip reported that the management team went through the PSA and discussed action plans. A final report with recommendations will be presented to the Policy Council and AEOA Board of Director’s for approval.

E. **PARENT ACTIVITY FUND:** Skip passed around the emails that we have received from classrooms since our last meeting for sites that have participated in the parent activity fund dollars that were given to each classroom for a special literacy project.

F. **SCHOOL READINESS:** Skip informed members that Kelly Hill is working on updating the School Readiness goals and she will be sharing with Policy Council members at a future meeting.

G. **PARENT FAMILY COMMUNITY ENGAGEMENT (PCFE):** We are still working on our goals.

VIII. **NEW BUSINESS:**

H. **NEW EMPLOYEE RECOMMENDATIONS:** Skip recommended Heather Glass for the Program Support II position. *Amber Redinger moved to accept Heather Glass as the new Program Support II, supported by Amber Skinner. Motion carried unanimously.*

I. **POLICY COUNCIL MEETING Wednesday, May 6, 2015:** The meeting will be held at the AEOA Conference Room from 9:30 a.m. to 12:00 p.m. Policy Council

IX. **PARENT –COMMUNITY REPRESENTATIVE REPORT:**
   a. Hermantown EHS HB & Lake County EHS HB made chick-chick a boom books and posters with coconut trees.

X. **MISCELLANEOUS DISCUSSION:** The following sites representatives have missed 3 or more unexcused absences according to Policy Council bylaw 4.4b under Representation. Membership shall be terminated provided: 3. A representative incurs three (3) or more absences within the current program year. These sites need to elect new representatives to finish out the year.
   a. Hibbing II
   b. Hibbing IV
   c. Mt. Iron-Buhl
Jenna Johnston moved to accept the above sites elect new representatives, supported by Amanda Oferosky. Motion carried unanimously.

XI. **ADJOURNMENT:** Amber Redinger moved to adjourn the meeting, supported by Jenna Johnston. **Motion carried unanimously.** The meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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