ATTENDANCE:
Sasha Dahl Chairperson
Jackie Jordan Two Harbors Combination Option
Doreen Simone Hibbing III Center
Candace Hammack Hibbing IV Center/Representative to AEOA Board of Directors
Mary Wentland Hibbing EHS Home Base/West Range EHS Home Base
Melissa Seither-Keast Eveleth Gilbert II Center
Judy Schink Community Representative
Chuck Neil Health Manager
Jerry Crittenden Community Relations Manager
Norman “Skip” Ferris III Head Start Director
Tracy Sandnas Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
Babbitt Combination Option Mesabi East Center/SPA Representative
Chisholm I Center Virginia II Center
Chisholm II Center Virginia Toddler Center and Virginia FCC
Ely Center Hibbing EHS Home Base and West Range EHS Home Base
Eveleth-Gilbert I Center Hermantown EHS Home Base and Lake County EHS Home Base
HAP I Center CHIC EHS Home Base and Northern Tier EHS Home Base
HAP II Combination Option Hibbing A Child Care Partnership
Hibbing I Center
Hibbing II Center
Mt. Iron Buhl Combination Option
Clyde Ireland Virginia I Center
Kristin Gustafson Virginia III Combination Option
Tanya Montgomery Quad EHS Home Base & East Range EHS Home Base
Bob Larkin Community Representative from AEOA Board

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Chairperson Sasha Dahl at 9:35 a.m. on Wednesday, April 3, 2013, in Conference Rooms 2 and 3 at AEOA in Virginia, Minnesota.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing six (6) members present. Policy Council By-Laws were used to conduct business with present members. Doreen Simone moved to conduct business with Policy Council Members present, supported by Melissa Siether-Kiest. Motion carried unanimously.
III. CORRECTION/APPROVAL OF February 6, 2012 POLICY COUNCIL MINUTES: No corrections were made. Doreen Simone moved to approve the February 6, 2013 Policy Council Minutes, supported by Judy Schink. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: Norman “Skip” Ferris added Policy Council By-Laws to the agenda. Doreen Simone moved to approve additions to the agenda, supported by Melissa Siether-Kiest. Motion carried unanimously.

V. CORRESPONDENCE: None

VII. REPORTS:
A. DIRECTOR REPORT: Skip presented the Director’s report. Katrina Neal, our Region V Program Specialist from Chicago, visited our program on February 12-13, 2013. While here, she toured classrooms in Virginia and Chisholm. While in Chisholm, she met with Superintendent Jim Varichek as a board member. She also met with Policy Council representative and parent Doreen Simone. This visit provided Katrina an opportunity to learn more about our program.

Our FY 2013 funding application has been approved. However, we have only been approved for 80% of the announced funds due to limitations under the continuing resolution for FY 2013. The balance of our funds, less 5% for sequestration, will be awarded when available. Our FY 2013 runs from April 1st through March 31st.

A parent dinner was held for the TACSEI project in Hibbing on February 6, 2013. 67 adults and children attended this event along with 17 staff from Head Start, Early Head Start, and Early Childhood Special Education. Each family received a “Fill a Bucket: A Guide to Daily Happiness for Young Children”, a magnet designed by the staff, and a stuffed pony donated by Wells Fargo.

Skip talked about the BMI (Body Mass Index) results and out of the 320 children over the age of 3, 45 had a BMI over 95% and of those, 25 had a BMI at 99%. The number for children over the 95th percentile is the lowest it has been in 4 years. The number of children at the 99th percentile remains about the same.

The Policy Council was provided with the January and February CACFP (Child and Adult Care Food Program) totals. In January, we received a reimbursement of $15,881.85 for 2937 Breakfasts, 3504 Lunches, and 655 Snack. In February, we received a reimbursement of $16,116.99 for 3025 Breakfasts, 3538 Lunches, and 647 Snacks. Doreen Simone moved to approve the Director’s report, supported by Melissa Siether-Kiest. Motion carried unanimously.

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 $541,118.62; the YTD Actual Expenditures are $2,032,438.27; the YTD Encumbrance is $14,411.20; and the Balance is $60,194.53. 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 $185,064.88; the YTD Actual Expenditures are $789,760.24; the YTD Encumbrance is $13,206.83 and the Balance is $132,717.93. The spending of this grant is on target with our planned expenditures and projections. **Doreen Simone moved to accept the Financial Report, supported by Missy Seither-Keast. Motion carried unanimously.**

SFY 2013 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 $48,677.02; the YTD Expenditures are $274,965.97; and the Balance is $222,625.03. The spending of this grant is on target with our planned expenditures and projections. **Doreen Simone moved to accept the** Financial Report, supported by Missy Seither-Keast. **Motion carried unanimously.**

C. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden presented the Community Relations Manager Report. The MSHA Parents Conference will be held at Cragun’s Resort April 9, 2013. Jerry will be pick up parents and transport them to the Conference and back.

**Head Start Recruitment Plan:** The Head Start Recruitment plan is updated every year. There was no change in the plan other than updating the year. Applications are accepted year round. **Doreen Simone moved to accept the** Head Start Recruitment Plan, supported by Melissa Seither-Keast. **Motion carried unanimously.**

**Head Start Enrollment Point System:** The program has established a point system for enrolling the most eligible children in the program. Jerry reviewed both the Head Start and Early Head Start point systems. **Melissa Seither-Keast moved to accept the** Head Start Enrollment Point System, supported by Doreen Simone. **Motion carried unanimously.**

**Head Start Enrollment Policy Procedure:** The only change made was the date. Family Child Care will not be an option after June 1, 2013. **Melissa Seither-Keast moved to accept the** Head Start Enrollment Policy Procedure, supported by Doreen Simone. **Motion carried unanimously.**

**Head Start Transportation Procedure:** New wording was put into place in case of a bus breaking down. All children must be dressed appropriately to endure cold temperatures. If a child is not dressed appropriately, the Bus Monitor will complete the AHS Bus Policy and Report form indicating her concern. **Doreen Simone moved to accept the** Head Start Transportation Procedure, supported by Melissa Seither-Keast. **Motion carried unanimously.**

**Head Start Eligibility Policy Procedure:** The only change made was the date. **Doreen Simone moved to accept the** Head Start Eligibility Policy Procedure, supported by Melissa Seither-Keast. **Motion carried unanimously.**
D. **AEOA BOARD OF DIRECTORS EXECUTIVE COMMITTEE REPORT:** Skip reported on the agency paying vendors with direct deposits in place of paper checks. Financial reports were presented on 150 different grants the agency receives. The agency’s former insurance company MCIT eliminated covering CAP agencies. CAP sued MCIT to try and recover dollars that were in the CAP fund but didn’t win the suit. Resolutions passed at the meeting were a 2.5% COLA, housing bank loans and investments, and vehicle disposals. The next AEOA Board of Directors Meeting will be held on Wednesday, April 17, 2013. **Doreen Simone moved to accept the AEOA Board of Directors Executive Committee Report, supported by Missy Seither-keast. Motion carried unanimously.**

E. **MINNESOTA HEAD START ASSOCIATION:** Skip read the MSHA report for March 12, 2013 to March 13, 2013. Nevada Littlewolf was recognized as a Head Start Hero. Sequestration and Re-competition were discussed. A grant writing training was held. Lorrie Janatopolus, Beth Peterson, and Tracie Wilcox went to the training. They will be assisting in the re-competition grant writing. The parent’s scheduled to attend the conference were not able to attend. **Doreen Simone moved to accept the MSHA Report, supported by Missy Seither-Keast. Motion carried unanimously.**

F. **EARLY CHILDHOOD & FAMILY ADVISORY COMMITTEE REPORT:** There were no minutes to report on. We will have them at the next meeting.

G. **HEALTH ADVISORY COMMITTEE (HAC) REPORT:** Chuck Neil reported the changes made to the Appropriate and Safe Release of Children policy to correct previous policy due to the deficiency incident Head Start received. Parents are no longer allowed to bring food into the classroom due to safety and legal issues. Current hearing and vision policies used follows current EPSDT recommendations. Medical and dental exams were reported on. Fluoride testing of well water is currently being done for 18 families. A new computer program will be used to calculate and print Body Mass Index (BMI) results. Parents will be informed about healthy eating and weight guidelines including the “My Plate” information that has replaced the food pyramid. Chuck recommended CPR/First Aid instruction be done every two years instead of every three. **Missy Seither-Keast moved to accept CPR/First Aid Training be done every 2 years, supported by Mary Wentland. Motion carried unanimously.** Missy requested a reminder to all families to practice safety issues due to carbon monoxide. **Doreen Simone moved to accept the Health Advisory Committee Minutes Report, supported by Missy Seither-Keast. Motion carried unanimously.**

H. **PARENT/COMMUNITY REPRESENTATIVE REPORTS**

**HIBBING IV CENTER:** Candace Hammack had nothing to report at this time.

**HIBBING III CENTER:** Doreen Simone reported they had safety training related to dogs.

**EVELETH GILBERT II CENTER:** Missy Seither-Keast reported the new teacher is nice. Officer Sheltsys came in to talk to the class.
**TWO HARBORS COMBINATION OPTION:** Jackie Jordan reported that they used special needs dolls to teach child differences. They also have butterfly larva to watch butterflies grow. Jackie is also doing photos and books for the parents that don’t get classroom time.

**VIRGINIA TODDLER CENTER:** Sasha Dahl reported they have been busy with crafts and newsletters. They have also been doing cultural projects with painting, Africa and foods.

I. **POLICY COUNCIL BY-LAWS:** The Policy Council made the final vote to approve the changes to the Policy Council By-Laws. See attached sheet. *Doreen Simone moved to accept the additions to the Policy Council By-Laws, supported by Missy Seither-Keast. Motion carried unanimously.*

VII. **OLD BUSINESS:**

A. **RE-COMPETITION:** Skip has been asking for letters of support for the re-competition grant. Head Start’s inventory has been submitted electronically.

B. **PROGRAM SELF ASSESSMENT (PSA):** Skip reported the PSA Team has reviewed the results of the PSA. Skip and Jerry will go through the information and put together a report including program improvements and strengths.

C. **PARENT ACTIVITY FUND:** Mesabi East had a tea party with their $25.00. No other sites have submitted activities.

D. **SCHOOL READINESS GOALS:** Skip reported on the mid-year Child Observation Records (COR) results. The results showed growth in all areas: Movement, Social Relations, Creative Representation and Communication & Language.

E. **PARENT, FAMILY AND COMMUNITY ENGAGEMENT:** Skip reported the Head Start Staff has been working on Parent, Family and Community Engagement which ties into school readiness goals. Head Start staff participated in an all day training March 22, 2013.

VIII. **NEW BUSINESS:**

A. **NEW EMPLOYEE RECOMMENDATION:** Skip reported on new employee recommendations. The Special Needs Assistant position had 12 applications and 7 interviews. Samantha Chad was selected. *Doreen Simone moved to approve Samantha Chad for the Special Needs Assistant position at Eveleth Gilbert II, supported by Missy Seither-Keast. Motion carried unanimously.*

Hope Christianson was selected for the Long Term Substitute. The position had 3 applications and 2 interviews. Rachel Sumner is going on maternity leave. *Doreen Simone moved to approve Hope Christianson for the Long Term Substitute teaching position at Hibbing II, supported by Missy Seither-Keast. Motion carried unanimously.*
Diana Wallert was selected for the Substitute Teacher Assistant. The position had 1 application and 1 interview. Erin Powell is going on maternity leave. Doreen Simone moved to approve Diana Wallert for the Substitute Teacher’s Assistant position at Virginia III, supported by Missy Seither-Keast. Motion carried unanimously.

B. **SEQUESTRATION:** Skip reported that guidance from the office of Head Start was received for a 5% reduction. The plan includes a reduction of summer hours for staff, later call back of staff this fall, and closure of one center based classroom. The center has not yet been decided but we hope to know by May 17, 2013. The plan has been submitted to the Region V office. Doreen Simone moved to approve the sequestration plan, supported by Judy Schink. Motion carried unanimously.

C. **SERVICE PLANS:** Tabled until next month’s Policy Council Meeting. Doreen Simone moved to table service plans until next month, supported by Missy Seither-Keast. Motion carried unanimously.

D. **EARLY CHILDHOOD & FAMILY ADVISORY MEETING:** Skip reported the next meeting will be May 3, 2013.

E. **POLICY COUNCIL MEETING SCHEDULE:** Skip reported that the next Policy Council meeting is scheduled for Wednesday May 1, 2013, from 9:30 a.m. to 12:00 p.m. at AEOA in Virginia, Minnesota.

IX. **MISCELLANEOUS DISCUSSION:** Doreen Simone asked how the Teacher Assistant was doing that the Policy Council directed the program to closely monitor. Skip reported that she has done an excellent job, there have been no complaints and that she is scheduled to pass her probationary period soon.

X. **ADJOURNMENT:** Doreen Simone moved to adjourn the meeting, supported by Missy Seither-Keast. Motion carried unanimously. The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

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Tracy Sandnas
Finance & Administrative Assistant

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