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

ARROWHEAD HEAD START POLICY COUNCIL MINUTES
AUGUST 11, 2011

ATTENDANCE:
Ami Keene                      Chairperson
Lisa Mount                     Mesabi East Center
Alfonso Buenaventura          Virginia I Center/SPA Representative
Susan Lehto                    Virginia III Combination Option/Vice Chairperson-Parliamentarian
Megan Skalsky                  Hibbing EHS Home Base and West Range EHS Home Base
Aprille Caroon                 Hibbing A and C Family Child Care/Representative to AEOA Board
Jaclyn Tague                   Quad EHS Home Base/East Range EHS Home Base/Northern Tier EHS Home Base/SPA Alternate
Janell Wilson                  Community Representative – Carry-Over Parent
Bo Jaxon                       Parent Advisor
Norman “Skip” Ferris III      Head Start Director
Marlene Paavola                Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
Babbitt Combination Option    Hibbing III Center
Chisholm I Center             Mt. Iron-Buhl Center
Chisholm II Center/Secretary  Two Harbors Combination Option
Ely Center                     Virginia II Center
Eveleth-Gilbert I Center      Virginia Infant/Toddler I and II Centers
Eveleth-Gilbert II Center     Lake County EHS Home Base/Grand Marais FCC Combo
HAP I Center                   Hermantown EHS Home Base/Hermantown FCC
HAP II Combination Option     Community Representative Isabelle Westman - Representative from AEOA Board of Directors
Hibbing I Center              Hermantown EHS Home Base/Hermantown FCC
Hibbing II Center             Hermantown EHS Home Base/Hermantown FCC

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Vice Chairperson Susan Lehto at 10:20 a.m. on Thursday, August 11, 2011, at United in Christ Lutheran Church in Eveleth, Minnesota.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing eight (8) members present of which six (6) were voting members. Janell Wilson moved to conduct the meeting as an official meeting with those members in attendance and all decisions made will stand, supported by Jaclyn Tague. Motion carried unanimously. The meeting was deemed official.

III. CORRECTION APPROVAL OF JUNE 2, 2011 POLICY COUNCIL MINUTES: Janell Wilson moved to approve the June 2, 2011 Policy Council Minutes as written, supported by Aprille Caroon. Motion carried unanimously.

CORRECTION APPROVAL OF JULY 14, 2011 POLICY COUNCIL MINUTES: Janell Wilson moved to approve the July 14, 2011 Policy Council Minutes as written, supported by Aprille Caroon. Motion carried unanimously.
IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Norman “Skip” Ferris requested the following changes to the Agenda:

- Under Reports, delete Item C. Community Relations Manager Report
- Under Old Business, add Item D. Strategic Planning
- Under New Business, add Item B. Request for Van Purchase
- Under New Business, add Item C. Wage Comparability Study
- Under New Business, change Item B. Risk Management Meeting to Item D.
- Under New Business, change Item C. 2011-2012 Policy Council Orientation Item E.
- Under New Business, change Item D. Policy Council Meeting Schedule to Item F.

**Janell Wilson moved to approve the corrections/additions to the agenda, supported by Jaclyn Tague.** Motion carried unanimously.

V. **CORRESPONDENCE:** Bo Jaxon shared a letter she received from Senator Al Franken in response to her letter encouraging him to support funding for the continuation of Head Start and early childhood programs. Attached to his letter was a copy of the letter he sent to the Senate Appropriations Committee asking for continued funding for early childhood programs along with signatures of support.

VI. **REPORTS:**

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

- **STATE LEGISLATIVE UPDATE:** The State Head Start funding application was approved after the State shut-down and is retroactive to July 1, 2011. There were no cuts to Head Start State funding. Bo Jaxon suggested that information be given to parents next year on writing letters to legislators. She volunteered to work on this project.

- **MONTHLY ON-GOING MONITORING PROGRESS REPORT:** The Monthly On-Going Monitoring Progress Report dated August 9, 2011, included in the Policy Council folder handout was highlighted. The CACFP Report for April and May, 2011, was pointed out. Funds received were $30,945.36 for 6,512 breakfasts, 7,101 lunches, and 750 snacks. Policy Council members were encouraged to read the Report.

- **GOVERNOR’S EARLY LEARNING COUNCIL:** The Governor’s Early Learning Council has been established as of August 9, 2011. New membership information was circulated. Patty Nordahl, our former Head Start Family Child Care Provider in Grand Marais, is on the new Governor’s Early Learning Council. Michelle Zдра from Virginia, who is involved with Early Childhood Family Education is also on the Council. Jackie Cross, Head Start Director from Anoka County Community Action Programs, is also on the Council. Donna Henning from Redwood Falls is an Early Childhood Family Education child educator and has more than 10 years of experience at Heartland Community Action Head Start is on the Council. Norman “Skip” Ferris did apply, but was not selected. Their first meeting was held on August 10, 2011.

- **FEDERAL LEGISLATIVE UPDATE:** Federal legislators are still working on budgets. A super committee is being formed to work on 2012 budgets. This group of 9 will consist of three (3) Democratic Senators, three (3) Republican Senators, and three (3) House members. The Democratic Senators have been strong supporters of Head Start.
**EARLY CHILDHOOD EDUCATION SUMMIT:** An Early Childhood Education Summit teleconference was held on Monday, August 8, 2011, in eight (8) different sites. Norman “Skip” Ferris and Program Manager Alane O’Byran attended the teleconference in Duluth. The Department of Education is working on doing an alignment of different standards to get every child ready for school. This was a Pre-K to Grade 3 Summit.

Home Instead Senior Care, Aprille Caroon’s employer, was thanked for providing the morning snacks for the Policy Council meeting today. Norman “Skip” Ferris will send them a thank you note.

**Jaclyn Tague moved to accept the Director Report, supported by Aprille Caroon. Motion carried unanimously.**

**B. FINANCIAL REPORT/SFY 2011 MN HEAD START GRANT CLOSEOUT:**

**SFY 2011 MN HEAD START GRANT CLOSEOUT:** Nick Tuskan, AEOA Accountant, presented the SFY MN Head Start Grant Closeout Report. The AEOA Revenue and Expense Report for June 1, 2011, through June 30, 2011, included in the Policy Council folder handout was reviewed. The YTD Current Year Actual Expenditures are $556,144.00; and the Balance is $0. **Lisa Mount moved to accept the SFY 2011 MN Head Start Grant Closeout, supported by Jaclyn Tague. Motion carried unanimously.**

Upon the arrival of the Chairperson, Vice Chairperson Susan Lehto turned the meeting over to Chairperson Ami Keene at 10:45 a.m.


**FY 2011 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $2,092,175.00 is for the period from April 1, 2011, through March 31, 2012. The Balance is $1,688,914.46. The spending of this grant is on target with our planned expenditures and projections.

**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 Balance is $437,824.91. The spending of the grant this grant is on target with our planned expenditures and projections.

**FY 2010 FEDERAL EARLY HEAD START ARRA EXPANSION GRANT:** This grant in the amount of $368,692 is for the period from September 30, 2010, through September 29, 2011. The Balance is $120,479.13. Our Hibbing C Family Child Care Provider has resigned. In the FY 2011 Federal Early Head Start Grant an Early Head Start Home Base Educator position will replace this position. We are anticipating a $0 balance.

**PIRC GRANT:** This grant in the amount of $19,000 is for the period from October 1, 2010, through September 30, 2011. The Balance is $3,226.94. We are anticipating a $0 balance. This grant will not be renewed.
Janell Wilson moved to accept the Financial Report, supported by Susan Lehto. Motion carried unanimously.

C. **AEOA BOARD REPORT FROM JUNE 15, 2011:** Norman “Skip” Ferris reported that he cannot find his notes from the June 15, 2011 AEOA Board of Directors Meeting. **Janell Wilson moved to table the AEOA Board Report from June 15, 2011 to the next meeting, supported by Susan Lehto.** Motion carried unanimously.

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

**HIBBING EHS HOME BASE AND WEST RANGE EHS HOME BASE:** Megan Skalsky reported on the Hibbing EHS Home Base and West Range EHS Home Base pilot iPad project. There are some “kinks”, but it does reduce paperwork. She thinks it is great. The iPad does have apps for children.

**BABBITT COMBINATION OPTION:** Ami Keene reported that the Combination Center Manager from Babbitt has resigned.

VII. **OLD BUSINESS:**

A. **2010-2011 PROGRAM SELF-ASSESSMENT:** The 2010-2011 Arrowhead Head Start Program Self-Assessment Summary Report was distributed and reviewed by Norman “Skip” Ferris. The full report is available for Policy Council members to review. There were no areas of non-compliance. The following were Areas to Strengthen and Plan of Action:

- **Health Services** Continuing on-going work with existing and new Partnerships, programs and activities to get initial dental exams and any treatments needed.

- **Education and Early Development** Program Managers will continue to monitor all sites to ensure diversity and multi-cultural materials and activities are incorporated at each Head Start site/option.

- **Program Design and Management** All Service Plans will include a date when they were approved by the Policy Council.

- **Mental Health** Look at ways to add Special Needs Assistants in our Combination classrooms and with our Family Child Care providers to work with children who have special needs. This is a fiscal issue for the program. We will first take this to Strategic Planning for discussion and will be part of our fiscal and program planning.

Policy Council members discussed the elimination of PCA services. Norman “Skip” Ferris will have Disabilities and Mental Health Manager Judy Kelly put together information on this issue and will either email or send information to Policy Council members. **Janell Wilson moved to approve the 2010-2011 Program Self-Assessment, supported by Lisa Mount.** Motion carried unanimously.
B. **FY 2011 FEDERAL EARLY HEAD START EXPANSION GRANT APPLICATION UPDATE:** Norman “Skip” Ferris reported that he had to submit a couple of adjustments to the FY 2011 Federal Early Head Start Expansion Grant Application.

C. **PARENT ACTIVITY FUND UPDATE:** Norman “Skip” Ferris read the Hibbing II Parent Activity Fund thank you. They are planning to use the money for recycle bins for the classroom.

D. **STRATEGIC PLANNING:** The 2011 Arrowhead Head Start Strategic Plan Summary Report was distributed and reviewed by Norman “Skip” Ferris. The full report is available for Policy Council members to review. The following are the Strategic Planning Goals:
   - School Readiness Transitions to the Public School
   - Assist families to navigate community resources and systems
   - Early Childhood Education/Head Start is valued by all
   - Increase parent involvement in the education of their Head Start child (Long-Term Goal)

   The objectives and planned results for each goal were reviewed. Quarterly Reports on the progress of goals and objectives will be presented to the Policy Council for approval. **Janell Wilson moved to approve the 2011 Arrowhead Head Start Strategic Plan, supported by Aprille Caroon. Motion carried.**

IV. **NEW BUSINESS:**

A. **NEW EMPLOYEE RECOMMENDATIONS:**

   CHISHOLM, HIBBING, IRON, CHERRY EARLY HEAD START HOME BASE EDUCATOR: Bo Jaxon reported on the Chisholm, Hibbing, Iron, Cherry Early Head Start Home Base Educator interviews held on July 29, 2011, at AEOA in Virginia, Minnesota. Eight (8) applications were received from an internal and external job posting and newspaper advertisement(s). The applications were screened by Debra Fisher, Early Head Start Program Manager. Three (3) applicants were interviewed. The Interview Team consisted of Debra Fisher, Early Head Start Program Manager; Amy Newman, Early Head Start Home Base Educator; and Bo Jaxon, Head Start Parent Policy Council member. The Interview Team recommends **Elyse Schaeffbauer** for the Chisholm, Hibbing, Iron, Cherry Early Head Start Home Base Educator position. Candidate’s background/position qualifications were shared. **Aprille Caroon moved to approve Elyse Schaeffbauer for the Chisholm, Hibbing, Iron, Cherry Early Head Start Home Base Educator position, supported by Janell. Motion carried unanimously.**

B. **REQUEST FOR VAN PURCHASE:** Norman “Skip” Ferris explained that there are funds available in the FY 2010 Early Head Start ARRA Expansion Grant to purchase a 2011 Dodge Caravan to replace the 1997 Plymouth Voyager that is used by our Program Manager, Home Base Educators, and other Head Start staff in our southern tier. The van is used to take parents to parent meetings/socializations/training, for staff to attend trainings and meetings, for our Early Head Start Home Base Educator and Family Advocate to make home visits, and to make site deliveries. A bid for $23,595 has been received from Grand Rapids GM. Policy Council members discussed the request for a van purchase. **Janell Wilson moved to approve the purchase of a 2011 Dodge Caravan, supported by Jaclyn Tague. Motion carried unanimously.**

C. **WAGE COMPARABILITY STUDY:** The 2010 Wage Comparability Study Summary Report was distributed and reviewed by Norman “Skip” Ferris. The full Report is available for Policy Council members to review. We are required to complete a Wage Comparability Study every three (3) years. This study compares Head Start employee wages with comparable positions in the
region, state, and nation. The three (3) resources used were the Center for Community Futures: *Head Start Salary Survey Report 2009*, Minnesota Council of Nonprofits: *2010 Minnesota Nonprofit Salary and Benefits Survey*, and Minnesota Department of Employment and Economic Development (DEED): *Minnesota Salary Survey*. Overall, wages for the employees of Arrowhead Head Start match up very well with the average wages/salaries in the three (3) comparison studies used. Policy Council members discussed the Wage Comparability Study. **Janell Wilson moved to approve the 2010 Wage Comparability Study Report, supported by Aprille Caroon. Motion carried unanimously.**

D. **RISK MANAGEMENT MEETING:** Norman “Skip” Ferris reported that our annual Risk Management Meeting is scheduled for September 27, 2011, at 11:00 a.m. at AEOA in Virginia. Risk Management meetings are held 90 days prior to our Federal Head Start Grant is due. The Regional Office talks about our program and potential areas that we need to work on. The Regional Office would like to talk to the Policy Council Chairperson, AEOA Executive Director, and an AEOA Board member.

E. **2011-2012 POLICY COUNCIL ORIENTATION:** Norman “Skip” Ferris reported that the 2011-2012 Policy Council Orientation is scheduled for Thursday, October 13, 2011, at United in Christ Lutheran Church in Eveleth. Policy Council members discussed themes for the 2011-2012 Policy Council Orientation. Bo Jaxon shared her Spring Time Idea and Family idea. Ami Keene shared her idea of a Storybook theme. **Aprille Caroon moved to approve a Storybook theme for the 2011-2012 Policy Council Orientation, supported by Jaclyn Tague. Motion carried unanimously.** The 2011-2012 Policy Council Orientation will be discussed further prior to the next Policy Council Meeting at 9:00 a.m.

F. **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported that the next Policy Council Meeting is scheduled for Thursday, September 8, 2011, at 10:00 a.m. at United in Christ Lutheran Church in Eveleth. A 2011-2012 Policy Council Orientation Planning Meeting will be held prior to the Policy Council meeting at 9:00 a.m.

X. **MISCELLANEOUS DISCUSSION:** None.

XI. **ADJOURNMENT:** Lisa Mount moved to adjourn the meeting, supported by Alfonso Buenaventura. **Motion carried unanimously. Motion carried unanimously.** Meeting was adjourned at 1:20 p.m.

Following the meeting Norman “Skip” Ferris presented 2010-2011 Policy Council Recognition Certificates to Policy Council members for their participation on the Policy Council.

Respectfully submitted,

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Marlene Paavola, Acting Secretary
Arrowhead Head Start Policy Council

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