PRESENT:
Amanda Autio  Mt. Iron-Buhl Combination
Angie Pike Virginia II Center
Bailey Pommier Quad EHS HB & East Range EHS HB
Bob Larkin Representative from AEOA Board
Jenna Johnston Two Harbors Center
Jessie Sandnas Eveleth-Gilbert Center
Joe Paschke Virginia I
Kristen Gustafson Chairperson-Excused
Meggan McLean Hibbing I Center
Norman “Skip” Ferris III Head Start Director
Tracy Sandnas Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:
Babbitt Combination Center-Open
Carry Over Parent-Hershelee Morton
Carry Over Parent-Ramona Vitali-Excused
Chisholm
Community Representative-United Way
Ely Center
Hermantown & Proctor I Center
Hermantown & Proctor II Center-Excused
Hermantown EHS & Lake County-Excused
Hibbing III
Hibbing II-Open
Hibbing IV Center
Mary Wentland-Carry Over Parent-Excused
Mesabi East Center-Excused
Northern Tier EHS/CHIC EHS HB-Open
Virginia III
Virginia Toddler Center-Excused
I. **CALL TO ORDER:** The Arrowhead Head Start Policy Council Meeting was called to order by Kristin Gustafson, Chairperson, at 9:35 a.m. on Wednesday, August 12, 2014, at AEOA Virginia, MN in Head Start office.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 8 members present. Policy Council By-Laws 4.7(f) were used to conduct business with present members. **Jenna Johnston moved to conduct business with present members,** supported by Jessie Sandnas. Motion carried unanimously.

III. **CORRECTION/APPROVAL OF June 11, 2014 POLICY COUNCIL MINUTES:** No corrections were made. Angie Pike arrived and a quorum was established. **Jenna Johnston moved to approve the June 11, 2014 Policy Council Minutes as written,** supported by Amanda Autio. Motion carried unanimously.

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Strategic Planning 4th Quarter was added under new business. **CORRECTION/ADDITIONS TO AGENDA:** Jenna Johnston moved to approve the additions to the agenda, supported by Amanda Autio. Motion carried unanimously.

V. **CORRESPONDENCE:** None

VI. **REPORTS:**

A. **DIRECTOR’S REPORT:** Norman “Skip” Ferris III presented the Directors Report. The Head Start management team will be returning Monday, August 18th. Our remaining staff will return on August 25th and September 2nd. Our Babbitt classroom will be combining with the school readiness program. The Babbitt school will be contributing to wage and fringe for the additional hours required for Head Start staff. Bussing will be available for 4 year olds only. September 16th will be the first day of class. **Jessie Sandnas moved to accept the Director’s Report,** supported by Jenna Johnston. Motion carried unanimously.

B. **FINANCIAL REPORT:** Skip presented the Financial Report. The AEOA Encumbrance Budget Reports for December 1, 2013, through January 31, 2014, for the FY 2013 Federal Preschool Head Start Grant, FY 2013 Federal Early Head Start Grant, SFY 2014 MN Head Start Grant. Nick Tuskan, Fiscal Bookeeper reported on the close out of the above Federal and State grants. Both grants were spent out to zero and spent out properly, according to Federal and State guidelines.
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 $25,946.62; the YTD Actual Expenditures are $25,946.62; the YTD Encumbrance is $2,244.74; and the Balance is $1,480,939.64. 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 $36,915.24; the YTD Actual Expenditures are $36,915.24; the YTD Encumbrance is $1,122.38; and the Balance is $779,772.38. 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 $33,461.33; the YTD Expenditures are $33,461.23; and the Balance is $456,564.39. 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. Amanda Autio moved to accept the Financial Reports, supported by Angie Pike. Motion carried unanimously.

C. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden gave his enrollment report. Jerry presented an attendance policy procedure change. Amanda Autio moved to accept the attendance policy procedure change, supported by Angie Pike. Motion carried unanimously. Amanda Autio moved to accept the Community Relations Report, supported by Angie Pike. Motion carried unanimously.

D. MINNCAP CONFERENCE REPORT: Skip reported on 50 years of Community Action and Head Start. The conference was held in Duluth. A pre-session was held on Tuesday with David Bradley. He presented the history of Community Action. Re-competition was discussed for the future, in addition to 5 year grant options. There will be a monitoring webinar coming up on September 17, 2014. The National Head Start Association talked about future partnerships. Amanda Autio attended the conference Wednesday and Thursday. She attended workshops with subjects on Homelessness, Sex Trafficking, Criminals, and Women’s Rights. All of the workshops were very educational and informative.
E. **AEOA BOARD OF DIRECTORS REPORT**: Skip reported on the 3 million bonding bill for the new AEOA-Range Mental Health Center building. Housing received its highest funding in history. Minimum wage increased to $8.00 an hour this month. The board approved the Head Start transportation waivers and recruitment policies. *Amanda Autio moved to accept the AEOA Board of Directors Report, supported by Jenna Johnston. Motion carried unanimously.*

F. **PARENT/COMMUNITY REPRESENTATIVE REPORTS**: None.

VII. **OLD BUSINESS:**

A. **DRS (Re-Competition) Update**: Our grant was approved. We received our official Notice of Award on July 7, 2014. We are now in the 5-year grant cycle.

B. **BUS WAIVER UPDATES**: Skip reported that we are still waiting on Babbitt and Chisholm.

C. **EHS/CHILD CARE PARTNERSHIP GRANT**: Skip reported that he and EHS Program Manager, Kelly Hill attended a partnership meeting in regards to child care and family child care providers in Brainerd. The grant is for $750,000 and they are hoping to expand by 16 children.

D. **PARENT ACTIVITY FUND**: None.

E. **SCHOOL READINESS**: Skip reported that we are working on our school readiness goals to include alignment of the COR Advantage.

F. **PARENT FAMILY COMMUNITY ENGAGEMENT (PFCE)**: Skip reported that Gayle Kelly has a group working on these goals through MHSA. Program Managers Kelly Hill and Kristine Norberg are working with her.

VIII. **NEW BUSINESS:**

A. **STRATEGIC PLANNING 4TH QUARTER**: Skip reported on the 4th quarter updates in our Strategic Action Plan Report. *Amanda Aution moved to accept the 4th quarter Strategic Plan Report, supported by Angie Pike. Motion carried unanimously.*

B. **2014 2015 CACFP APPLICATION**: Skip reported that the application has not been sent out yet.

C. **PATHWAY II EARLY LEARNING SCHOLARSHIPS**: Skip reported that he submitted a grant application for Eveleth-Gilbert and Hibbing to possibly get transportation back to these two sites for one year. He will keep members posted.
D. **FALL POLICY COUNCIL ORIENTATION:** Skip asked members to keep thinking about a theme for the orientation. More discussion will be held at our September meeting. We will have a planning meeting at AEOA on August 27, 2014 at 10:00 a.m.

E. **NEXT POLICY COUNCIL MEETING** **Wednesday, September 3, 2014:** The meeting will be held at the United in Christ Lutheran church from 9:30 a.m. to noon.

F. **Policy Council Recognition:** Skip gave our appreciation certificates and gift bags to Policy Council members to acknowledge their devotion to the Head Start program.

IX. **MISCELLANEOUS DISCUSSION:** Jessica Sandnas suggested teaching parents how to grow their own fruits and vegetables as a possible topic for a Family Engagement Event.

X. **ADJOURNMENT:** Jessica Sandnas moved to adjourn the meeting, supported by Amanda Autio. **Motion carried unanimously.** The meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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