ARROWHEAD HEAD START POLICY COUNCIL MINUTES
August 12, 2015

PRESENT:
Janet Burke Virginia II Center
Cathy Zelinski PSHB III & East Range EHS
Angie Pike Carry Over Parent
Joe Paschke Carry Over Parent
Bob Larkin AEOA Board Representative to Policy Council
Kelly Hill EHS Program Manager
Kristine Norberg Family Service Manager-Coach/Mentor
Tracie Wilcox Health Professional
Jerry Crittenden Community Relations Manager
Norman E. “Skip” Ferris, III Head Start Director

SITES NOT REPRESENTED OR EXCUSED
Tiffany Hinchcliffe, Chair Excused
Geramy Arntson, Babbitt Excused
Jenna Johnston, Carry Over Parent Excused
Amber Skinner, Hermantown/Lake EHS Excused
CHIC & Northern Tier EHS Open Position
Chisholm I Center & Chisholm II Combo Open Position
Ely Center Absent
United Way of Northeastern MN Absent
Eveleth-Gilbert Absent
HAP I Center Absent
HAP II Center Open Position
Hibbing EHS HB & West Range EHS HB Open Position
Hibbing Centers I, II, III, IV Open Positions
Mesabi East Open Position
Mt. Iron-Buhl Combo Open Position
PSHB I & II Open Position
Quad I & II EHS HB Open Position
Two Harbors Combo Absent
Virginia I Center Absent
Virginia III Center Open Position
Virginia Toddler Center Open Position
Tracy Sandnas Excused
The Policy Council meeting was held on August 12, 2015 at the Sawmill Saloon & Restaurant in Virginia, Minnesota.

I. CALL TO ORDER: The Arrowhead Head Start Policy Council meeting was called to order by Acting Chairperson Janet Burke at 9:38 a.m. on Wednesday, August 12, 2015.

II. ROLE CALL: As members individually introduced themselves, roll call was taken showing 5 members present. Cathy Zelinski made a motion to invoke section 4.7.f. of the by-laws: “When a quorum is not established for a scheduled meeting, a Policy Council member may make a motion to conduct an official meeting with those members present so important business can be done. The motion must receive a second and passed unanimously by those in attendance. If approved, the meeting shall be deemed official. Decisions and rulings shall stand. If the motion lacks a second or is not passed unanimously, then an official meeting will not take place and no decision will be made”. Second by Angie Pike. Motion carried unanimously. The meeting was deemed official.

III. CORRECTION/APPROVAL OF JUNE 10, 2015 POLICY COUNCIL MINUTES: Cathy Zelinski moved to approve the June 10, 2015 Policy Council Minutes as written, supported by Joe Paschke. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: None

V. CORRESPONDENCE: None

VI. DIRECTOR’S REPORT: Norman “Skip” Ferris, III presented the Director’s Report.
   a. Skip mentioned that Tracy Sandnas is out on an extended medical leave. No definite date for her return.
   b. Skip mention the following positions have been filled:
      Health Professional: Tracie Wilcox
      Program Manager: Connie Derickson
      Mental Health Professional: Debra Fisher
   c. A “Notice of Proposed Rulemaking (NPRM)” is out for the proposed new Head Start Performance Standards. The NPRM is a 60 or 90 day opportunity for public input into the changes proposed to the Head Start Performance Standards. Many of the proposed changes were discussed. The Minnesota Head Start Association (MHSA) will be holding a conference call or webinar on August 26, 2015 at 5:00 p.m. to parent/Policy Council members on the commenting process. MHSA will also hold a session on Friday, September 11, 2015, in Bemidji as part of the Northern Lights Cluster meeting. Head Start staff and Board/Policy Council members are welcome to attend. All comments must be received by September 17, 2015.
   d. The program is getting ready for start-up, it’s a very busy time. Classrooms begin on Wednesday, September 16, 2015. Teachers will be back on August 24, 2015.
The Minnesota Asset Building Coalition is looking for a Policy Council member to participate in a statewide community problem solving cohort. There would be in-person meetings and conference calls to work on non-partisan civic engagement, leadership development, and community problem solving. Let Skip know if anyone is interested in being on this cohort.

Angie Pike moved to approve the Director’s Report, supported by Joe Paschke. Motion carried unanimously.

VII. FINANCIAL REPORTS: Skip presented the following financial reports:

a. **FY 2014 HEAD START/EARLY HEAD START & SFY 2015 MINNESOTA CLOSEOUT REPORTS:** Skip reported on the FY 2014 Head Start/Early Head Start closeout fiscal report and the SFY 2015 Minnesota Head Start close out fiscal report. Both budgets have been spent down to $0. Angie Pike moved to approve the FY 2014 Head Start/Early Head Start and SFY 2015 Minnesota closeout reports, supported by Joe Paschke. Motion carried unanimously.

b. **FY 2015 FEDERAL PRESCHOOL HEAD START GRANT:** This grant is in the amount of $2,026,187 for the period April 1, 2015 through March 31, 2016. The Current Period Actual Expenditures for June and July are $107,149.50; the Year to Date (YTD) Actual Expenditures are $460,656.15. YTD Encumbrance is $0; and the Balance is $1,565,530.85. Spending for this grant is on target with our planned expenditures and projections.

c. **FY 2015 FEDERAL EARLY HEAD START GRANT:** This grant is in the amount of $1,054,094.25 for the period April 1, 2015 through March 31, 2016. The Current Period Actual Expenditures for June and July are $151,470.01; the Year to Date (YTD) Actual Expenditures are $297,564.26. YTD Encumbrance is $0; and the Balance is $757,134.74. Spending for this grant is on target with our planned expenditures and projections.

d. **SFY 2016 MINNESOTA HEAD START GRANT:** The SFY 2016 Minnesota Head Start grant was recently approved and a budget is being prepared. We will also be receiving additional funding through this grant as a result of the Minnesota Legislature appropriating more funding to our base grant. A fiscal report will be presented at the next Policy Council meeting on our SFY 2016 Minnesota Head Start grant.

e. **CREDIT CARD REPORT:** Skip presented the credit card report. Credit care expenditures and payments were reviewed. Angie Pike moved to approve the current fiscal and credit card report, supported by Joe Paschke. Motion carried unanimously.

VIII. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden provided his enrollment report to the members of the Policy Council. He mentioned that we are doing very well with our enrollments. With the addition of state Head Start funds, we will be expanding to Grand Marais and the South Ridge schools this fall. That will bring our total funded enrollment to 415. The
Family Support staff continues to recruit and enroll children and families into the program. We plan to continue with the three (3) Preschool Home Base positions but will most likely not have all slots filled until October. EHS continues to work at being fully enrolled as they continue to work with children from last year through the end of August. No children have been enrolled at Grand Marais or South Ridge yet, but will be soon. **Cathy Zelinski moved to accept the Community Relations Manager Report, supported by Angie Pike. Motion carried unanimously.**

IX. **AEOA JUNE 17, 2015 BOARD MEETING & JULY 15, 2015 EXECUTIVE COMMITTEE MEETING:** Skip reported on the June 17th Board meeting held at the Iron Range Curling Club in Eveleth, Minnesota. Jerry Crittenden attended the meeting for Head Start. This was a very short meeting and the first meeting for Cathy Zelinski as the new Policy Council representative to the Board of Directors. The Board passed the following resolutions: Arrowhead Transit CY Y 2016 agreement with the state of Minnesota (annual renewal); Arrowhead Transit’s Rural Rides grant application to MnDOT; Head Start Policy Council By-Law changes; and a 1.5% COLA for all non-union employees retroactive to April 1, 2015. The meeting also included an update on the Wage Compensation study.

At the July 15, 2015 Executive Committee meeting, Jerry once again represented Head Start. AEOA has moved from the risk pool to the regular pool for Worker’s Compensation and AEOA should realize a savings of approximately $80,000. The following resolutions were approved: Head Start Transportation Waiver for Babbitt, Chisholm, Eveleth-Gilbert, Grand Marais, and South Ridge; Final approval for the Head Start/Early Head Start sites; Arrowhead Transit’s purchase of 16 new busses; Senior Services contracts with ARDC Arrowhead Area Agency on Ageing for grocery delivery services and senior nutritional services in 2016; northeast Minnesota Food Shelf by-law changes; and the purchase of 4 photocopiers at $43,000. Salary compensation was discussed and a proposal will be offered to the full Board on August 19, 2015. The Office of Legislative Audit has scheduled a conference call with AEOA on July 28, 2015. RFP’s were opened for a provider to do a search for replacing AEOA’s Executive Director who plans to retire in the next year. **Joe Paschke moved to approve the AEOA Board of Directors and Executive Committee meeting reports, supported by Angie Pike. Motion carried unanimously.**

X. **OLD BUSINESS:**

a. **State Pathway II Scholarships:** Skip stated that the program received approval of the Pathway II Scholarships for Eveleth-Gilbert, Hibbing, Mesabi East, and St. Louis County Schools. He also received notification for additional funds for these sites as the maximum amount per child rose from $5000 to $7500. Skip will be submitting applications for these additional funds. Additional Pathway II Scholarships will soon be available for Ely, Two Harbors, HAP I & II, Mt. Iron-Buhl, Virginia, Chisholm, and additional funds for Eveleth-Gilbert.

b. **Bus Waivers:** On July 13, 2015, the Policy Council Executive Committee met to discuss bus waivers for the 2015-2016 school year. The committee recommended to the Policy Council to approve our application for bus waivers for the child safety restraint systems requirement (45CFE1310.11(a)) and bus monitor requirements (45CFR 1310.15(c)(1)) at the following sites: Chisholm, Babbitt, South Ridge, Eveleth-Gilbert, and Grand Marais.
Children would be transported on school busses at all these locations. **Angie Pike moved to approve Arrowhead Head Start’s Bus Waiver application, supported by Cathy Zelinski. Motion carried unanimously.**

c. **Final Site Selection:** The Policy Council Executive committee also reviewed and approved the final selection of sites for the 2015-2016 program year and recommend approval by the Policy Council of these sites. Members were provided a list of the sites and enrollment numbers at those sites. New sites this year are Grand Marais and South Ridge. **Joe Paschke motion to approve the sites for 2015-2016 as presented, supported by Angie Pike. Motion carried unanimously.**

d. **EHS/Child Care Partnership Grant:** Skip provided an update on the progress of this grant which we are partnering with programs at TCC, Kootasca and Lakes & Pines. We found one provider in Silver Bay that was interested but they only had 1 Head Start eligible child and Lake County is not eligible to participate in this grant, the result of negotiations with Region V. Our Duluth project dropped out of the grant. We have continued to look for other providers, with no luck. Some of the new requirements placed on these grants by the Office of Head Start and how they do not fit with the grant application has been the biggest challenge. After much discussion, **Angie Pike moved for Arrowhead Head Start to end participation in the Early Head Start/Child Care Partnership Grant, supported by Joe Paschke. Skip mentioned that we need to provide a 90 day notice to TCC, the grantee in this project. Motion carried unanimously.**

e. **School Readiness:** Kelly Hill distributed the most recent school readiness goals matrix to the Policy Council and explained how our goals are aligned with Minnesota’s Early Learning Standards, the 2011 Head Start Child Development and Early Learning Framework, local school district expectations, Head Start classroom expectations, and parent expectations. Our school readiness goals will be changing again this next year as the Office of Head Start has updated the Birth to Five Early Learning Framework. **Angie Pike moved to approve Arrowhead Head Start’s School Readiness Goals, supported by Joe Paschke. Motion carried unanimously.**

f. **Parent, Family, Community Engagement (PFCE):** Skip stated we are still working on our PFCE goals but have very little guidance from the Office of Head Start on this. Kristine Norberg added that we have been part of the quality groups through MHSA and this next year the PFCE and Educational Quality User Groups will be working together as one. Progress towards our PFCE goals will be provided to the Policy Council.

Xi. **NEW BUSINESS:**

a. **New Employee Recommendations:**
   
i. Kelly Hill recommended approval of Meghan Holmes Katz for the position of Hibbing EHS Home Base Educator. Meghan has a bachelor’s degree in Psychology, has worked for Residential Services where she supervised and cared for children with disabilities and for Lutheran Social Services providing supervision and guidance to non-custodial parents and children during a supervised visit setting. She was very impressive in her interview and had excellent reference checks. **Joe Paschke moved to approve the hiring of**
Meghan Holmes Katz for the Hibbing EHS Home Base Educator, supported by Cathy Zelinski. Motion carried unanimously.

ii. Skip Ferris recommended approval of Devon Richter as the Disability/Mental Health Manager. Devon has a bachelor’s degree in Psychology and has worked with children and families in residential foster homes where there was high medical and behavior needs of individual living in these homes. She was rated the highest of all candidates interviewed. Janet Burke, who helped with the interviews, stated that she really believes that Devon will work hard for children and families and highly recommends her for the position. **Angie Pike moved to approve Devon Richter as the Disability/Mental Health Manager, supported by Cathy Zelinski. Motion carried unanimously.**

b. 2015-2016 Child and Adult Care Food Program (CACFP) Application: The CACFP application for 2015-2016 is being worked on. This is the application that Tracy Sandnas does most of the work on and she is out on an extended medical leave. Skip presented the members with the reimbursement rates for Breakfast, Lunch and Snacks and asked for approval to submit our CACFP application once completed. **Angie Pike moved to approve the CACFP application, supported by Joe Paschke. Motions carried unanimously.**

c. Policy Council Orientation: Skip mentioned that the orientation for new Policy Council members is scheduled for Tuesday, November 10, 2015. We need to begin planning for this to determine if we will do a theme for the training, where to have the training, and to plan for food and activities. Joe Paschke mentioned recognizing Veteran’s since the orientation is the day before Veteran’s Day. The Policy Council directed Skip to set-up a committee meeting in September to work on this.

d. Parent/Community Representative Reports: Jane Burke mentioned that Carol (Family Support Specialist) has been completing applications, continuing to recruit and getting children enrolled into Head Start. Kristine Norberg mentioned that this is happening at all sites.

e. Next Policy Council Meeting is scheduled for Wednesday, October 7, 2015 at the AEOD Building in Virginia.

XII. Miscellaneous Discussion: None

Joe Paschke moved to adjourn the meeting, supported by Cathy Zelinski. Motion carried unanimously. Meeting adjourned at 12:08 p.m.

Respectfully Submitted By:

________________________________________  __________________________________
Janet Burke, Secretary/Acting Chair        Norman E. “Skip” Ferris, III, Head Start Director