ARROWHEAD ECONOMIC OPPORTUNITY AGENCY
702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES
August 14, 2013

ATTENDANCE:
Sasha Dahl          Chairperson
Doreen Simone       Hibbing III Center
Jackie Jordon       Two Harbors Combination Option
Joe Paschke         Virginia I Center
Lisa Lee            Hap II Combination
Kristin Gustafson   Virginia III Combination Option
Mary Wentland       Hibbing I & West Range EHS Home Base
Bob Larkin          Community Representative from AEOA Board
Alane O’Bryan       Program Manager
Barbara Fedora      Program Manager
Nick Tuscan         Fiscal Department
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
Hermantown EHS Home Base and Lake County EHS Home Base
HAP I Center         CHIC EHS Home Base and Northern Tier EHS Home Base
Hibbing A Child Care Partnership
Quad EHS Home Base & East Range EHS Home Base
Hibbing IV Center/Representative to AEOA Board of Directors
Mt. Iron Buhl Combination Option
Eveleth-Gilbert I
Eveleth Gilbert II Center

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, August 14, 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 eight (8) members present. A quorum was established.
CORRECTION/APPROVAL OF June 12, 2013 POLICY COUNCIL MINUTES: Hap II was present and marked both present and absent. The error was corrected in the minutes. Kristin Gustafson moved to approve the June 12, 2013 Policy Council Minutes, supported by Doreen Simone. Motion carried unanimously.

CORRECTIONS/ADDITIONS TO AGENDA: The Transportation Policy/Procedure was added to the agenda under New Business.

CORRESPONDENCE: None

REPORTS:
A. DIRECTOR REPORT: Norman “Skip” Ferris III presented the Director’s report. The Sequester plan was approved on July 29, 2013. Our application for re-competition was announced on July 24, 2013. Head Start will be participating in the Empty Chair Campaign on August 19, 2013. Skip also reported there will be 4000 State Early Learning Scholarships available this year. Parents of children ages 3 and 4 are encouraged to go on-line early to apply. Scholarships may be awarded on a first come first serve basis. The June and July CACFP (Child and Adult Care Food Program) totals were reported: In June, we received a reimbursement of $224.29. In July, we received a reimbursement of $114.89. Reimbursements are for the Toddler Center only. Kristin Gustafson moved to accept the Director’s Report, supported by Doreen Simone. Motion carried unanimously.


FY 2013 FEDERAL PRESCHOOL HEAD START GRANT: This grant in the amount of 1,949,320.00 is for the period from April 1, 2013, through March 31, 2014. The Current Period Actual Expenditures are $68,238.44; the YTD Actual Expenditures are $398,512.54; the YTD Encumbrance is 0.00; and the Balance is $1,550,327.58. The spending of this grant is on target with our planned expenditures and projections.

FY 2013 FEDERAL EARLY HEAD START GRANT: This grant in the amount of $935,685.00 is for the period from April 1, 2013, through March 31, 2014. The Current Period Actual Expenditures are $91,509.02; the YTD Actual Expenditures are $203,994.38; the YTD Encumbrance is $(1179.03) and the Balance is $732,869.65. The spending of this grant is on target with our planned expenditures and projections.
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 $73,189.97; the YTD Expenditures are $498,651.00; the YTD Encumbrance is $0.00, and the Balance is $0.00. Nick Tuscan reported on the close out of this grant. Kristin Gustafson moved to accept the close out of the MN Head Start Grant, supported by Kristin Gustafson. Motion carried unanimously.

SFY 2014 MN HEAD START GRANT
This grant in the amount of $498,651 is for the period from July 1, 2013, through June 30, 2014. The Current Period Actual Expenditures are $5422.44; the YTD Expenditures are $5422.44; the YTD Encumbrance is $159.96, and the Balance is $493068.60. The spending of this grant is on target with our planned expenditures and projections. Kristin Gustafson moved to accept the Financial Report, supported by Doreen Simone. Motion carried unanimously.

C. COMMUNITY RELATIONS MANAGER REPORT: No report for August.

D. AEOA BOARD MEETING: Bob Larkin reported the Sequester Plan was approved. Lake County received a grant for re-hab. The Board received an update on the building expansion to the Arrowhead Transit facility in Gilbert. The next meeting will be held August 21, 2013. Kristin Gustafson moved to accept the AEOA Board Meeting, supported by Doreen Simone. Motion carried unanimously.

E. PARENT/COMMUNITY REPRESENTATIVE REPORTS No report for August.

VII. OLD BUSINESS:

A. FEDERAL SEQUESTER: Skip reported the Sequester Plan was approved July 29, 2013.

B. RE-COMPETITION APPLICATION: Skip reported that our application for re-competition was announced on July 24, 2013. We will be submitting a Birth to 5 application. A committee meeting with Policy Council members will be held August 28, 2013 at AEOA to discuss ideas.

C. SCHOOL READINESS-REGION V & HIGH SCOPE/COR DISCUSSION
D. Barb Fedora and Alane O’Bryan were present to report on the School Readiness Goals. Barb handed out the Ongoing Assessment Policy/Procedure and the Child Observation Record Introduction. A discussion was held. Kristin Gustafson moved to approve the Ongoing Assessment Policy/Procedure, supported by Doreen Simone. Motion carried unanimously.

E. PARENT FAMILY COMMUNITY ENGAGEMENT—No updates. Chris DeGroote will be here August 22, 2013 to present new tools and help us continue to establish our goals.
VIII. NEW BUSINESS:

A. EDUCATION & EARLY CHILDHOOD DEVELOPMENT SERVICE PLAN/TRANSPORTATION POLICY
PROCEDURE: Skip displayed the Education & Early Childhood Development service plan on the
Smart Board. Barb Fedora showed members the updated format. The new format is easier to
read and incorporate updates. No major changes were made. Kristin Gustafson moved to
approve the Education and Early Childhood Development Service Plan supported by Doreen
Simone. Motion carried unanimously.

Skip presented the Transportation Policy Procedure. Kristin Gustafson moved to approve the
Transportation Policy Procedure supported by Doreen Simone. Motion carried unanimously.

B. 2013-2014 CHILD AND ADULT CARE FOOD PROGRAM (CACFP) APPLICATION: Skip displayed the
estimated expenses of $253,630.08 and the estimated reimbursements $154,844.77 on the
Smart Board. The application is due August 23, 2013. Lisa Lee moved to approve the CACFP
Application supported by Kristin Gustafson. Motion carried unanimously.

C. 2013 PROGRAM SELF ASSESSMENT
Skip presented Program Self-Assessment Report. He summarized the Areas for Improvement and
Action Steps Taken/Completed. Kristin Gustafson moved to approve the Program Self
Assessment supported by Doreen Simone. Motion carried unanimously.

D. 2012 4th QUARTER HEAD START STRATEGIC PLAN ACTION PLAN REPORT: Skip reported on the
4th Quarter Strategic Plan for SFY 2012-2013. Actual Results and Comments were displayed in red
on the hand out. Kristin Gustafson moved to approve the 4th Quarter Strategic Action Plan
Report, supported by Doreen Simone. Motion carried unanimously.

E. 2013 HEAD START STRATEGIC PLAN REPORT: Skip reported on the new Strategic Plan for SFY
2013-2014. Kristin Gustafson moved to approve the 2013 Strategic Planning Report, supported
by Doreen Simone. Motion carried unanimously.

F. POLICY COUNCIL ORIENTATION (OCTOBER 9, 2013) This will be a full day event. It is currently
being held in the conference room at AEOA. We still need a theme. Skip will discuss this with the
Policy Council Committee at the August 28, 2013 meeting.

G. POLICY COUNCIL RECOGNITION Skip presented Policy Council Members Certificates and donated
gift cards to thank members for their dedication to the Policy Council.

H. POLICY COUNCIL MEETING SCHEDULE The next meeting will be September 11, 2013 at AEOA in
conference rooms 2 and 3.
IX. MISCELLANEOUS DISCUSSION: None.

X. ADJOURNMENT: Kristin Gustafson moved to adjourn the meeting, supported by Doreen Simone. Motion carried unanimously. The meeting was adjourned at 12:25 p.m.

Respectfully submitted,

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Tracy Sandnas
Finance & Administrative Assistant

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