I. **CALL TO ORDER:** The Arrowhead Head Start Policy Council Meeting was called to order by Vice Chairperson Dawn Suhonen at 10:00 a.m. on Tuesday, December 20, 2011, in Conference Rooms 2 and 3 at AEOA in Virginia, Minnesota.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing seven (7) members present of which six (6) were voting members. Lisa Mount moved to conduct the meeting as an official meeting with those members present in attendance so important business can be done, supported by Kristen Gustafson. Motion carried unanimously. The meeting was deemed official.

III. **CORRECTION/APPROVAL OF NOVEMBER 16, 2011 POLICY COUNCIL MINUTES:** Kristen Gustafson moved to approve the November 16, 2011 Policy Council Minutes as written, supported by Dean Lindberg. Motion carried unanimously.
IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Norman “Skip” Ferris requested the following item be added to the Agenda:

- Under New Business, add to Item A. Election of Policy Council Representative to AEOA Board of Directors

**Kristen Gustafson moved to approve the addition to the agenda, supported by Melissa Krize. Motion carried unanimously.**

V. **CORRESPONDENCE:** Norman “Skip” Ferris shared an email from Lake County Early Head Start Home Base Educator Monica Powell stating that the Schoonmaker family moved back to Pengilly so they are no longer in our program. This explains why the Election of Chairperson and Secretary are on the agenda.

Jaclyn Tague, Virginia III Combination Option/SPA Representative, arrived. A quorum was established.

VI. **REPORTS:**

A. **DIRECTOR REPORT:** Norman “Skip” Ferris presented the Director Report. Policy Council members were encouraged to read the Arrowhead Head Start Monthly On-Going Monitoring Progress Report dated December 12, 2011, included in the Policy Council folder handout.

**FEDERAL LEGISLATIVE UPDATE:** Congress approved a funding proposal on Friday, December 16th, that includes a $409 million increase for Head Start and Early Head Start. This will fully fund, and make permanent, all the expansion slots. This will carry us through the end of FY 2012 (March 31, 2013).

An announcement from NHSA to contact President Obama to make sure that early childhood is not forgotten in the FY 2013 budget was included in the Policy Council folder handout. Policy Council members were encouraged to contact President Obama to preserve, support, and strengthen early childhood as he works on his FY 2013 budget. Policy Council members were encouraged to pass this along to other parents in their classrooms and ask them to call as well. Policy Council members were asked to let Norman “Skip” Ferris know if they called and if other parents from their sites called.

**STATE UPDATE:** The Minnesota Department of Education is in the process of preparing our funding allocation for SFY 2013, which begins on July 1, 2012. The Minnesota Department of Education takes into consideration our new census numbers and our unmet needs. Preliminary estimates indicate a 9% to 10% cut in our funding for SFY 2013. This would result in a loss of over $48,000 and six (6) to seven (7) Head Start slots. We should know more in a month or two what our actual allocation is. We will be working on this grant application this spring.

**MIDWEST EXPANSION OF THE CHILD-PARENT CENTER (i3 GRANT):** On Thursday, December 22, 2011, there will be a conference call with the Human Capital Research Collaborative of the University of Minnesota with our local project representatives. This conference call will include the Superintendent of the Virginia Schools and the Principal of the Parkview Learning Center. This will be the beginning of the planning phase of the project.

**SCHOOL READINESS CONFERENCE CALL:** We had our School Readiness Conference Call with our Program Specialist from Region V on Tuesday, November 22, 2011. This is one (1) of four (4) calls we will receive throughout the year to follow-up on our school readiness goals. The call
went very well. Our next call is scheduled for March 22, 2012, where we must show progress toward our school readiness goals and what data driven decisions we are making based on current data/assessment information. These conference calls are part of the new 360 degree monitoring that will be done on a regular basis.

**RACE TO THE TOP:** Minnesota was awarded $45 million to better align a system of accountable and effective early childhood education. This work will first focus on the four (4) communities of White Earth, Itasca County, St. Paul’s Promise Neighborhood and Minneapolis’ Northside Achievement Zone providing best practices that can be implemented in communities throughout the state. The grant will also focus on the State’s efforts in:

- **Accountability and Decision Making:** Through an improved government structure, expanded child and provider assessment and data system.
- **A Great Early Childhood Workforce:** By supporting professional/career development of early childhood professionals.
- **High Quality Accountable Programs:** By using the Parent Aware Quality Rating and Improvement System to improve quality and to give parents good information, scholarships to increase access to quality programs for high need children and a Title 1 match for expanded school district pre-Kindergarten programs.

**CHILD AND ADULT CARE FOOD PROGRAM (CACFP):** Our Child and Adult Care Food Program application was approved on December 15, 2011. We can now bill for food services back to October 1, 2011.

**STATE MONITORING:** We are scheduled to have a State Head Start review on January 24-25, 2012.

**RE-COMPETITION:** The first Head Start program in Minnesota received their re-competition letter yesterday.

Jaclyn Tague moved to accept the Director’s Report, supported by Lisa Mount. Motion carried unanimously.

Dinner and Dialogue for Parents flyers were distributed. A “Why are labels, eligibility and services for early intervention, preschool and school so confusing” workshop is being held on January 18, 2012, in Eveleth, and January 25, 2012 in Duluth. A “Promoting Positive Sibling Relationships in Families with Special Needs” workshop is being held January 26, 2012, in Eveleth, and February 1, 2012, in Duluth.


**FY 2011 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $2,092,175 is for the period from April 1, 2011, through March 31, 2012. The Current Period Actual Expenditures are $178,351.94; the YTD Actual Expenditures are $991,884.66; and the Balance is $1,100,290.34. 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 Current Period Actual Expenditures are $41,322.14; the YTD Actual Expenditures are $280,616.61; and the Balance is $288,465.39. The spending of this grant is on target with our planned expenditures and projections.

**FY 2011 FEDERAL EARLY HEAD START EXPANSION GRANT:** This grant in the amount of $179,957 is for the period from September 30, 2011, through March 31, 2012. The Current Period Actual Expenditures are $18,598.93; the YTD Actual Expenditures are $27,150.71; and the Balance is $152,806.29. The spending of this grant is on target with our planned expenditures and projections.

**SFY 2012 MN HEAD START GRANT:** This grant in the amount of $552,526 is for the period from July 1, 2011, through June 30, 2012. The Current Period Actual Expenditures are $42,961.26; the YTD Actual Expenditures are $138,822.02; and the Balance is $413,703.98. The spending of this grant is on target with our planned expenditures and projections.

Melissa Krize moved to accept the Financial Report, supported by Dean Lindberg. Motion carried unanimously.

C. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden presented the Community Relations Manager Report.

**2011-2012 ENROLLMENT REPORT:** The 2011-2012 Enrollment Report dated December 19, 2011, included in the Policy Council folder handout was reviewed. We are doing very well with enrollment. We are having a problem with hiring a Home Base Teacher for the new Head Start Home Base added on the report. Right now we are holding off putting any children into that program until we talk with the Head Start Management Team. We are over-enrolled by six (6) children, so we will be fully enrolled by the end of the month. We have 30 days to fill open slots.

**CHANNEL 8 PBS TELETHON:** Norman “Skip” Ferris, Terri Ferris, and Jerry Crittenden volunteered for the Channel 8 PBS Telethon on Sunday, December 11, 2011. The Channel 8 PBS Telethon will be held again in March, 2012.

Jaclyn Tague moved to accept the Community Relations Manager Report, supported by Kristin Gustafson. Motion carried unanimously.

D. **MINNESOTA HEAD START ASSOCIATION (MHSA) REPORT:** Norman “Skip” Ferris reported on the Directors’ Retreat held at the Minnesota Head Start Association Meeting on December 13-14, 2011, in St. Cloud, Minnesota. There was a lot of discussion on re-competition. Gayle Kelly will be putting together a session re-competition from a legal standpoint for January 19, 2012. There was also discussion on School Readiness goals.

Jaclyn Tague reported on the Video Taping Training. They made a video clip on how losing transportation two (2) days before school started affected the Head Start program and families personally. Dawn Suhonen and Jaclyn Tague were interviewed for this video clip. They learned interviewing skills. Dawn Suhonen added that the lady from PICA will be sending the video clip to Jerry Crittenden.
Dawn Suhonen reported on a literacy program through the Reading Corp Program. It would provide a person in the classroom who would work on literacy. Head Start does not pay for this volunteer person. Head Start would receive in-kind for this volunteer. The volunteer would be paid a stipend through AmeriCorps. At the end of their service they can receive a scholarship to go towards their student loans or to go back to school. Norman “Skip” Ferris added that the application is due in February, 2012 for the next school year.

Dawn Suhonen reported that Delta Dental donated a large amount of oral health products for Head Start programs. MHSA would like teachers to send thank you cards with pictures of children brushing their teeth to Delta Dental. Medica will be putting together health literacy education training to work with families in helping them to reduce unnecessary visits to emergency rooms.

Jaclyn Tague moved to accept the Minnesota Head Start Association (MHSA) Report, supported by Melissa Krize. Motion carried unanimously.

E. EARLY CHILDHOOD AND FAMILY ADVISORY COMMITTEE REPORT: Dawn Suhonen reported on the Early Childhood and Family Advisory Committee Meeting held on November 17, 2011. A copy of the Early Childhood and Family Advisory Committee Meeting Minutes were included in the Policy Council folder handout. Dawn Suhonen and Kristin Gustafson, parent representatives, attended the meeting. The Committee discussed that we are in the process of aligning the Minnesota State Standards, Head Start Framework, COR, CLASS, Parent Goals. The Committee had a discussion on putting together a Parent Survey on School Readiness. Program Managers will develop a survey of questions regarding goals for their children in the areas of the Minnesota State Standards and Head Start Framework. Program Managers will list examples of goals for each domain/area and have parents select the top two (2) goals that are important for their child to learn while attending Head Start. The Committee decided it would be best to have the Center Managers assist families in filling the survey out on the Mid-Year Home Visit. Kristen Gustafson shared examples of goals in the Social Emotional and Approaches to Learning Domains that she and Dawn Suhonen came up. There will be no MEGA Conference held this year for staff and parents. Bemidji State University has eliminated the program. There was discussion on the Family Service Credentialing Training received last year. A Program Manager will be attending training on “Train the Trainer” for Family Service Credentialing so that new staff hired into the Head Start program can be trained locally. The Facilities, Materials, and Equipment Plan was reviewed and wording changes made. Norman “Skip” Ferris added that Service Plans are our guide in how we are meeting our Performance Standards. The next meeting is scheduled for March 9, 2012. Jaclyn Tague moved to accept the Early Childhood and Family Advisory Committee Report, supported by Kristin Gustafson. Motion carried unanimously.

F. PARENT/COMMUNITY REPRESENTATIVE REPORTS:

MT. IRON-BUHL COMBINATION OPTION: Melissa Krize reported their site will be having Good Touch/Bad Touch after the holiday break. At their parent meeting they made reindeer necklaces and talked about making first aid kits for the car.

MESABI EAST: Lisa Mount reported that their site had the Good Touch/Bad Touch presentation. They had a Make and Take Day. Santa Claus visited on Monday, December 19,
2011. Teachers worked on getting materials for the children to make flash cards for Zoo phonics over the holiday break.

QUAD EHS HOME BASE: Kristin Gustafson reported on the Polar Express at speech therapy group, the Gilbert VFW Christmas Party, and the College Christmas Party.

EVELETH-GILBERT II: Dawn Suhonen reported that the Father Involvement Sliding event was cancelled due to lack of snow.

HAP I CENTER: Jennifer Lund reported that their parent meeting was cancelled.

VIRGINIA III COMBINATION OPTION: Jaclyn Tague reported that her mother attended their parent meeting, and there was a good turnout. Santa Claus visited, and the children made Christmas cards.

VIRGINIA I: Dean Lindberg reported on their Santa Claus visit. They made Christmas cards and tree ornaments. They made taco in a bag.

VII. OLD BUSINESS:
A. FY 2012 FEDERAL HEAD START GRANT APPLICATION: Norman “Skip” Ferris reported that there were Policy Council Grant Committee meetings held on December 7, 2011, and December 20, 2011, to review and discuss the FY 2012 Federal Head Start Grant Application. Arrowhead Head Start’s funding level is $2,065,134 for Head Start Program Operations to serve 311 children; $730,769 for Early Head Start Program Operations to serve 91 children; $27,041 for Head Start Training and Technical Assistance; and $18,269 for Early Head Start Training and Technical Assistance. The funded Head Start enrollment consists of 272 children supported with Federal funds and 39 children supported by State funds that contribute to the non-federal share match requirement for the Federal Head Start Grant. The funded Early Head Start enrollment consists of 82 children supported with Federal funds and 9 children supported by State funds that contribute to the non-federal share match requirement for the Federal Head Start grant. Copies of the FY 2012 Federal Preschool Head Start and Early Head Start Program Operations and T/TA Budget Drafts were included in the Policy Council folder handout. The Policy Council Grant Committee recommends approval of the FY 2012 Federal Head Start Grant Application. Kristen Gustafson moved to approve the FY 2012 Federal Head Start Grant Application, supported by Melissa Krize. Motion carried unanimously.

VIII. NEW BUSINESS:
A. ELECTION OF CHAIRPERSON AND SECRETARY/POLICY COUNCIL REPRESENTATIVE TO AEOA BOARD OF DIRECTORS: Melissa Krize moved that because Art and Dawn Schoonmaker left the area, they are no longer eligible to be Policy Council Chairperson and Secretary, supported by Kristen Gustafson. Motion carried unanimously. Norman “Skip” Ferris explained that the Vice-Chairperson will move into the Chairperson position. Lisa Mount moved to approve Dawn Suhonen moving up to the Chairperson position, supported by Melissa Krize. Motion carried unanimously.

Norman “Skip” Ferris explained the Vice Chairperson/Parliamentarian, Secretary, and Policy Council Representative to the AEOA Board of Directors positions. Kristen Gustafson moved to replace the current Policy Council Representative to the AEOA Board of Directors as she has
been unable to attend the last several meetings, supported by Jaclyn Tague. Motion carried unanimously.

**VICE CHAIRPERSON/PARLIAMENTARIAN:** Dean Lindberg nominated Lisa Mount for the Vice Chairperson/Parliamentarian position, supported by Jaclyn Tague. **Jaclyn Tague moved to close the nominations for Vice Chairperson/Parliamentarian position, supported by Melissa Krize.** Motion carried unanimously. **Jaclyn Tague moved to cast a unanimous ballot for Lisa Mount for the Vice Chairperson/Parliamentarian position, supported by Kristen Gustafson.** Motion carried unanimously. Lisa Mount was elected Vice Chairperson/Parliamentarian.

**SECRETARY:** Melissa Krize nominated Kristin Gustafson for the Secretary position, supported by Dean Lindberg. **Lisa Mount moved to close the nominations for Secretary position, supported by Melissa Krize.** Motion carried unanimously. **Jaclyn Tague moved to cast a unanimous ballot for Kristin Gustafson for the Secretary position, supported by Melissa Krize.** Motion carried unanimously. Kristen Gustafson was elected Secretary.

**POLICY COUNCIL REPRESENTATIVE TO THE AEOA BOARD OF DIRECTORS:** Jaclyn Tague nominated Jennifer Lund for the Policy Council Representative to the AEOA Board of Directors, supported by Kristin Gustafson. **Lisa Mount moved to close the nomination for Policy Council Representative to the AEOA Board of Directors position, supported by Dean Lindberg.** Motion carried unanimously. **Jaclyn Tague moved to cast a unanimous ballot for Jennifer Lund for the Policy Council Representative to the AEOA Board of Directors, supported by Kristin Gustafson.** Motion carried unanimously. Kristin Gustafson was elected Policy Council Representative to the AEOA Board of Directors.

**B. NEW EMPLOYEE RECOMMENDATIONS:**

**BABBITT TEMPORARY LONG TERM COMBO MANAGER SUBSTITUTE:** Norman “Skip” Ferris reported on the Babbitt Temporary Long Term Combo Manager Substitute interview. The Babbitt Combo Manager will be on a six (6) week maternity leave of absence beginning January 9, 2012. One (1) application was received from phone calls from Teacher/Classroom Lists. One (1) applicant was interviewed by Alane O’Bryan, Program Manager. **LaDonna Muster** is recommended for the Babbitt Temporary Long Term Combo Manager Substitute position. Candidate’s background/position qualifications were shared. **Kristin Gustafson moved to approve LaDonna Muster for the Babbitt Temporary Long Term Combo Manager Substitute position, supported by Jaclyn Tague.** Motion carried unanimously.

**QUAD EARLY HEAD START HOME BASE EDUCATOR:** Kristin Gustafson reported on the Quad Early Head Start Home Base Educator interviews held on December 2, 2011, at AEOA in Virginia, Minnesota. Two (2) applications were received from internal and external job postings and newspaper advertisement(s). The applications were screened by Debra Fisher, Early Head Start Program Manager. Two (2) applicants were interviewed. The Interview Team consisted of Debra Fisher, Early Head Start Program Manager; Amanda Secola, Quad Early Head Start Home Base Educator; and Kristin Gustafson, Policy Council Parent. The Interview Team recommends **Connie Derickson** for the Quad Early Head Start Home Base Educator position. Candidate’s background/position qualifications were shared. Connie Derickson is currently the Hibbing I Center Manager. **Jennifer Lund moved to approve Connie Derickson for the Quad Early Head Start Home Base Educator position, supported by Melissa Krize.** Motion carried unanimously.
C. **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported that the next Policy Council Meeting is scheduled for Wednesday, February 8, 2012, at 9:30 a.m. with the location to be determined. The April Policy Council Meeting is scheduled for Wednesday, April 11th, 2012, at 9:30 a.m. with the location to be determined.

IX. **MISCELLANEOUS DISCUSSION:** None.

X. **ADJOURNMENT:** Lisa Mount moved to adjourn the meeting, supported by Melissa Krize. Motion carried unanimously. The meeting was adjourned at 11:40 a.m.

Respectfully submitted,

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Kristin Gustafson, Secretary
Arrowhead Head Start Policy Council

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