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

ARROWHEAD HEAD START POLICY COUNCIL MINUTES  
DECEMBER 17, 2013

ATTENDANCE:
Kristin Gustafson  Chairperson
Cheryl Zillmer  Ely Center
Jessica Sandnas  Eveleth-Gilbert Center
Shannon Lee  Chisholm II
Meggin McLean  Hibbing I Center
Amber Skinner  Hibbing AHS HB & West Range EHS HB
Jenny Anderson  Hibbing IV Center
Kris Edstrom  Mesabi East Center
Amanda Autio  Mt. Iron-Buhl Combination
Jenna Johnston  Two Harbors Center
Angie Pike  Virginia II Center
Bailey Pommier  Quad EHS HB/East Range EHS HB/Northern Tier EHS HB
Erin Shay  Community Representative – United Way
Bob Larkin  Representative to AEOA Board
Mary Wentland  Carry Over Parent
Ramona Vitali  Carry Over Parent
Joe Paschke  Virginia I
Kevin Green  Chisholm I
Toni Blain  Hibbing III
Norman “Skip” Ferris III  Head Start Director
Tracy Sandnas  Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
Hibbing (open)  CHIC & Northern Tier EHS HB (open)
Babbitt Combination Center (open)  Hershelee Morton Carry Over Parent-(Excused)
Virginia Toddler Center-(Excused)  Virginia III
HAP II Center-(Excused)  HAP I Center
Lake County EHS HB/Hermantown EHS HB/Hermantown (open)

I. CALL TO ORDER:  The Arrowhead Head Start Policy Council Meeting was called to order by Kris Edstrom, Representative to the AEOA Board, at 9:30 a.m. on Tuesday, December 17, 2013, at AEOA Virginia, MN in Conference Room 2.

II. ROLL CALL:  As members individually introduced themselves, roll call was taken showing 19 members present. A quorum was established.

III. CORRECTION/APPROVAL OF NOVEMBER 13, 2013 POLICY COUNCIL MINUTES: Amanda Autio moved to approve the November 13, 2013 Policy Council Minutes as written, supported by Angie Pike. Motion carried unanimously.
IV. CORRECTIONS/ADDITIONS TO AGENDA: None.

V. CORRESPONDENCE: Norman “Skip” Ferris III reported that AEOA received a letter from the Office of Grants Management confirming receipt of our funding application through the Designation Renewal System (DRS).

VII. REPORTS:

DIRECTOR’S REPORT: Skip presented the Directors Report. The Policy Council sweat shirts are ordered and will be distributed at our February meeting. They are black printed with “Arrowhead Head Start Policy Council” and the Head Start Blocks on the front.

The bi-partisan Federal Budget Deal reached and overwhelmingly passed by the House, will restore some of the sequester cuts over the next two years. It also stops further sequester cuts for the next 2 years but could be reinstated after in FY 2016. Once passed by the Senate and signed by the President, then work will begin to implement the budget. We should know by the middle of January on how Head Start comes out. The budget deal doesn’t extend unemployment benefits. In addition, Skip mentioned that the Farm Bill hasn’t passed yet. This bill includes the SNAP program and is due by January 1, 2014. We have heard that further cuts to SNAP might occur. This would be in addition to the $11 billion that will take place in 2014-2016.

Children’s Dental Service (CDS) provided exams to 8 children on December 4th. Of these, 5 children had cavities that will need treatment. CDS will be seeing more Head Start children in the near future.

To date, 17% of all enrollments are children with an Individual Education Plan (IEP) or an Individual Family Service Plan (IFSP).

Our triennial Child and Adult Child Food Program (CACFP) review will be held by the Minnesota Department of Education on April 1-2, 2014.

On November 14, 2013 several Head Start Program Managers attended a training titled Strengthening Families Affected by Incarceration. Head Start families with an incarcerated family member will be offered the Sesame Street educational packet entitled, Little Children, Big Challenges: Incarceration, a nationally recognized educational program. Amanda Autio moved to accept the Director’s Report, supported by Meggin McLean. 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 $213,898.57; the YTD Actual Expenditures are $1,026,359.21; the YTD Encumbrance is $0.00; and the Balance is $922,960.79. 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 $70,498.89; the YTD Actual Expenditures are $507,583.99; YTD Encumbrance ($1179.03) and the Balance is $429,280.04. Spending of this grant is on target with our planned expenditures and projections.

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 $39,752.10; the YTD Expenditures are $157,231.18; and the Balance is $341,419.82. 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. Kris Edstrom moved to accept the Financial Reports, supported by Angie Pike. Motion carried unanimously.

Chairperson Kristin Gustafson arrived at 10:35 a.m. and conducted the remainder of the Policy Council meeting.

B. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden presented the enrollment report. Our enrollment is doing well. We will be fully enrolled by the end of the month. Kris Edstrom moved to accept the Community Relations Manager’s Report, supported by Meggin McLean. Motion carried unanimously.

C. MINNESOTA HEAD START ASSOCIATION (MHSA) DECEMBER 10-11, 2013: Policy Council SPA Representative Amanda Autio reported that parents received an informative 2 day training. Parents are important and must be actively involved in Head Start. She explained that she represents the Policy Council at MHSA, just as each Policy Council member represents their site/classroom. Amanda mentioned that MHSA is asking for individual Head Start classrooms to video students doing projects so the MHSA can update its website. Permission slips signed by parents for this is mandatory. More information will be sent out as it becomes available. Kris Edstrom moved to accept the MHSA Report, supported by Angie Pike. Motion carried unanimously.

D. PARENT/COMMUNITY REPRESENTATIVE REPORTS:
Virginia II-The class will be making Rice Krispy treats in the classroom. The kids made hand print reindeer for their parents.
EG-A concern was reported about the class not doing crafts or any type of parties/celebrations due to one family’s beliefs. Skip will follow-up.
Virginia I-Class had a Gingerbread Party and the High School is doing a holiday party for Head Start.

VIII. OLD BUSINESS:
A. PIR: Tabled until the February 12, 2013 meeting.
D. SCHOOL READINESS: Tabled until the February 12, 2013 meeting.
C. PARENT FAMILY COMMUNITY ENGAGEMENT (PFCE): Tabled until the February 12, 2013 meeting.
IX. NEW BUSINESS:
   A. FY 2014 BUDGET EXTENSION APPLICATION: Skip presented the budget for the budget extension application on the Smart Board. He explained the extension process to Policy Council members and that while it is for the period of April 1, 2014 through June 30, 2014, he must do a 12 month application. Kris Edstrom moved to accept the FY 2014 BUDGET EXTENSION APPLICATION, supported by Meggin McLean. Motion carried unanimously.
   
   B. NEW EMPLOYEE RECOMMENDATIONS: Skip recommended Connie Scholl for the Teacher Assistant position at Babbitt. Kris Edstrom moved to accept the recommendation to hire Connie Scholl, supported by Meggin McLean. Motion carried unanimously.
   
   C. NEXT POLICY COUNCIL MEETING Wednesday, February 12, 2013: The meeting will be held at AEOA in conference room 2 in the basement.

X. MISCELLANEOUS DISCUSSION: None

XI. ADJOURNMENT: Kris Edstrom moved to adjourn the meeting, supported by Amanda Autio. Motion carried unanimously. The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

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Tracy Sandnas, Finance and Administrative Assistant
Arrowhead Head Start

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