ATTENDANCE:
Hershal Pettit  Acting Chairperson/Secretary
Doreen Simone  Hibbing III Center
Candace Peroceski  Hibbing IV Center/Representative to AEOA Board of Directors
Clyde Ireland  Virginia I Center
Kristin Gustafson  Virginia III Combination Option
Bob Larkin  Community Representative – Representative from AEOA Board of Directors
Norman “Skip” Ferris III  Head Start Director
Marlene Paavola  Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
Chairperson Sasha Dahl  Mesabi East Center/SPA Representative
Babbitt Combination Option  Two Harbors Combination Option
Chisholm I Center  Virginia II Center
Chisholm II Center  Virginia Toddler Center and Virginia FCC
Ely Center  Hibbing EHS Home Base and West Range EHS Home Base
Eveleth-Gilbert I Center  Hermantown EHS Home Base and Lake County EHS Home Base
Eveleth-Gilbert II Center  Quad EHS Home Base and East Range EHS Home Base
HAP I Center  CHIC EHS Home Base and Northern Tier EHS Home Base
HAP II Combination Option  Hibbing A Child Care Partnership
Hibbing I Center  Community Representative Judy Schink
Hibbing II Center

I. CALL TO ORDER:  The Arrowhead Head Start Policy Council Meeting was called to order by Acting Chairperson/Secretary Hershal Pettit at 10:15 a.m. on Tuesday, December 18, 2012, in Conference Rooms 2 and 3 at AEOA in Virginia, Minnesota.

II. ROLL CALL:  As members individually introduced themselves, roll call was taken showing six (6) members present. A quorum was not established. Kristine Gustafson moved to conduct the meeting as an official meeting with those members present in attendance so important business can be done, supported by Doreen Simone. Motion carried unanimously. The meeting was deemed official and decisions and rulings shall stand.

III. CORRECTION/APPROVAL OF NOVEMBER 7, 2012 POLICY COUNCIL MINUTES:  Bob Larkin made a correction to the minutes. He was in attendance at the meeting, but his name was omitted from the attendance. Kristine Gustafson moved to approve the corrected November 7, 2012 Policy Council Minutes, supported by Doreen Simone. Motion carried unanimously. The November 7, 2012 Policy Council Minutes will be corrected.

IV. CORRECTIONS/ADDITIONS TO AGENDA:  None.
V. CORRESPONDENCE: Norman “Skip” Ferris shared the resignation letter from Jennifer Lund, Policy Council Representative to the AEOA Board of Directors. She has accepted a full-time job with benefits.

VII. REPORTS: 
A. DIRECTOR REPORT: Norman “Skip” Ferris presented the Director Report.

FISCAL CLIFF: There may be an 8.3% reduction to Head Start if the Fiscal Cliff happens. The Head Start Management Team has discussed what we would do if this should happen. For Arrowhead Head Start this could mean 23 less Head Start children and seven (7) less Early Head Start children that we would be serving. We have received no guidance from the Office of Head Start.

CONNECTICUT TRAGEDY: We are starting to revisit security systems at our sites. We want to assure everyone that we are looking at our safety/security systems to make sure we have safe environments in our schools, as well as Head Start.

I3 GRANT UPDATE: The i3 Grant is still a work in progress. On-line trainings through the Erikson Institute have been held, but we have decided to put our future trainings on hold. The monthly conference call with University of Minnesota will be held on Thursday, December 20, 2012. We would like to talk to Kindergarten teachers about working on the transition process. We will also have a conference call with Illinois State University regarding sustainability right after our monthly conference call.

Head Start and the Virginia School District are implementing the Child-Parent Center Model in Virginia for Head Start and grades K-3 through a grant from the University of Minnesota. The project was explained. We are one (1) of six (6) sites in the Midwest participating in the project, and we are the smallest and most rural. We had a site visit on Thursday, November 8, 2012. Head Start Center Managers working on this project have been given an extra hour per week that will be paid out of the i3 Grant. We will be working to sustain this model after the grant ends.

VIRGINIA SCHOOLS COMMUNITY ADVISORY COMMITTEE: Norman “Skip” Ferris has been participating on this Committee. The Virginia Schools had an increase in enrollment this fall. This has created space issues for the school district. There have been three (3) meetings to work on a facilities strategic plan. The next meetings will be held in January, 2013. The Committee will make recommendations to the Virginia School Board.

PARENT AWARE: Arrowhead Head Start has earned a 4 Star Parent Award Rating from the Minnesota Department of Human Services in response to our application. There may be scholarship dollars available for children who participate in our Head Start classrooms. The Policy Council will be kept posted.

SCHOOL READINESS: On January 9, 2013, there will be a School Readiness conference call with the Regional Office. The Policy Council Chairperson may be asked to participate in the conference call.

REGIONAL OFFICE PROGRAM SPECIALIST VISIT: Our Program Specialist from the Regional Office in Chicago will be visiting our program the week of February 11, 2013.
HEAD START FINANCE AND ADMINISTRATIVE ASSISTANT RETIREMENT: Marlene Paavola will be retiring on January 4, 2013, after 43 years. Norman “Skip” Ferris personally thanked Marlene for her dedicated service to Head Start.

Kristin Gustafson moved to accept the Director Report, supported by Clyde Ireland. Motion carried unanimously.


FY 2012 FEDERAL PRESCHOOL HEAD START GRANT: This grant in the amount of 2,107,044 is for the period from April 1, 2012, through March 31, 2013. The Current Period Actual Expenditures are $310,873.85; the YTD Actual Expenditures are $1,113,761.80; the YTD Encumbrance is $177.50; and the Balance is $993,104.70. The spending of this grant is on target with our planned expenditures and projections.

FY 2012 FEDERAL EARLY HEAD START GRANT: This grant in the amount of $935,685 is for the period from April 1, 2012, through March 31, 2013. The Current Period Actual Expenditures are $99,740.32; the YTD Actual Expenditures are $482,939.56; and the Balance is $452,745.44. 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 $334,172.10; the YTD Expenditures are $164,478.90; and the Balance is $334,172.10. The spending of this grant is on target with our planned expenditures and projections.

Kristin Gustafson moved to accept the Financial Report, supported by Bob Larkin. Motion carried unanimously.

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

2012-2013 ENROLLMENT REPORT: Copies of the 2012-2013 Enrollment Report dated December 18, 2012, were distributed. The Report was reviewed. We are at full enrollment. Arrowhead Head Start is funded to serve 414 children. Currently there are 409 children enrolled and five (5) children accepted in the program.

RECRUITMENT: Recruitment will begin in January, 2013. Application changes have been made.

Kristin Gustafson moved to accept the Community Relations Manager Report, supported by Clyde Ireland. Motion carried unanimously.
D. **AEOA BOARD OF DIRECTORS EXECUTIVE COMMITTEE REPORT:** Norman “Skip” Ferris reported on the AEOA Board of Directors Executive Committee Meeting held on November 21, 2012. AEOA Executive Director Harlan Tardy was injured in a hunting accident. He is expected to have a full recovery and he plans to return to work in January, 2013. The AEOA Board of Directors Executive Committee approved a Code of Conduct Policy for the AEOA Board of Directors and the Arrowhead Head Start Policy Council. Norman “Skip” Ferris explained the Code of Conduct Policy and will have copies for the Policy Council at the next meeting. The Committee discussed the Fiscal Cliff. The next AEOA Board of Directors Meeting will be held on Wednesday, December 19, 2012. **Kristin Gustafson moved to accept the AEOA Board of Directors Executive Committee Report, supported by Clyde Ireland. Motion carried unanimously.**

E. **MINNESOTA HEAD START ASSOCIATION (MHSA) REPORT:** Norman “Skip” Ferris reported on the Minnesota Head Start Association (MHSA) Meeting and Training held on December 10-12, 2012, in St. Cloud, Minnesota. Norman “Skip” Ferris, two (2) staff people, and Policy Council SPA Representative Kim Reidberger went to the Minnesota Head Start Association meeting and training. Policy Council SPA Representative Kim Reidberger received an emergency call and had to return home. Norman “Skip” Ferris received good information from the ERSEA training he attended. He reported that Community Relations Manager Jerry Crittenden does an excellent job with ERSEA. At the Minnesota Head Start Association (MHSA) meeting they talked about our priorities for Head Start. Our Federal and State priorities are to maintain what we have and maybe expand. Norman “Skip” Ferris is on the Policies and Procedures Committee. The Committee is working on a policy for the Region 5 Parent Board Representatives. At the Director’s meeting they talked about the use of data and 6 new data projects with the Minnesota Department of Education. They are looking at possibly having a special identifier to track Head Start children. There was a good motivation speaker. The next Minnesota Head Start Association (MHSA) Meeting will be held in February in St. Paul, Minnesota. **Kristin Gustafson moved to accept the Minnesota Head Start Association (MHSA) Report, supported by Bob Larkin. Motion carried unanimously.**

F. **PARENT/COMMUNITY REPRESENTATIVE REPORTS:** Norman “Skip” Ferris explained that this is the time for Policy Council members to share what is happening at their site.

**VIRGINIA III COMBINATION OPTION:** Kristin Gustafson reported that Mr. and Mrs. Santa Claus are visiting their site today.

**HIBBING IV CENTER:** Candace Peroceski reported that they are going to the Senior Citizen Center on December 19, 2012.

**VIRGINIA I CENTER:** Clyde Ireland reported that their Parent Meeting is today. They will be having a parent/child holiday get-together today.

**MT. IRON-BUHL COMBINATION OPTION:** Hershal Pettit reported that they are having a holiday party on December 19, 2012. Teacher Assistant Chrystal Peipus will be making her wonderful peanut butter and jelly sandwiches.

VII. **OLD BUSINESS:**
A. **FY 2013 FEDERAL HEAD START GRANT APPROVAL:** Norman “Skip” Ferris reported that the Policy Council Grant Committee met on December 5, 2012, and December 18, 2012, to work on the FY 2013 Federal Head Start Grant Application. The Grant application is due on January 1, 2013. There is a recommendation from the Policy Council Grant Committee that the full Policy Council approve the FY 2013 Federal Head Start Grant Application. Copies of the FY 2013 Federal Preschool Head Start and Early Head Start Program Operations Budget Drafts were included in the Policy Council folder handout. The funding for FY 2013 Federal Preschool Head Start in the amount of $2,107,044 and Early Head Start in the amount of $935,685 is for the period from April 1, 2013, through March 31, 2014. **Kristin Gustafson moved to approve the FY 2013 Federal Head Start Grant Application, supported by Clyde Ireland.** Motion carried unanimously.

B. **POLICY COUNCIL BY-LAWS:** Norman “Skip” Ferris reported that the Policy Council Grant Committee met on December 5, 2012, and December 18, 2012, to work on changes to the Policy Council By-Laws. There is a recommendation from the Policy Council Grant Committee that the full Policy Council approve the changes to the Policy Council By-Laws. Changes to the Policy Council By-Laws need three (3) approvals by the full Policy Council before final approval. This would be the first approval of the changes to the Policy Council By-Laws. **Kristin Gustafson moved to approve the changes to the Policy Council By-Laws, supported by Bob Larkin.** Motion carried unanimously.

C. **SCHOOL READINESS GOALS:** Norman “Skip” Ferris reported that he does not have any updates to our School Readiness Goals. At the next Policy Council meeting in February, 2013, Management Team members will talk about our School Readiness Goals.

D. **PARENT, FAMILY AND COMMUNITY ENGAGEMENT:** Norman “Skip” Ferris reported that we continue to work on the Parent, Family and Community Engagement goals. At the next Policy Council meeting in February, 2013, Family Services Manager Kristine Norberg and Early Head Start Manager Kelly Hill will talk about our Parent, Family and Community Engagement Goals.

VIII. **NEW BUSINESS:**

A. **ELECTION OF POLICY COUNCIL REPRESENTATIVE TO AEOA BOARD OF DIRECTORS:** Norman “Skip” Ferris explained the Policy Council Representative to AEOA Board of Directors position. The AEOA Board of Directors meetings are held every third Wednesday of every other month. The next meeting is December 19, 2012, at 1:00 p.m. at AEOA in Virginia, Minnesota. Candace Peroceski and Clyde Ireland are interested in the position. Kristin Gustafson nominated Candace Peroceski for the Policy Council Representative to the AEOA Board of Directors, supported by Clyde Ireland. **Kristin Gustafson moved to cast a unanimous ballot for Candace Peroceski for the Policy Council Representative to the AEOA Board of Directors, supported by Clyde Ireland.** Motion carried unanimously. **Candace Peroceski** was elected Policy Council Representative to the AEOA Board of Directors to serve the remaining term vacated by Jennifer Lund.

B. **NEW EMPLOYEE RECOMMENDATION:**

**MESABI EAST FAMILY ADVOCATE:** Norman “Skip” Ferris reported on the Mesabi East Family Advocate interviews held on November 8, 2012, and November 13, 2012, at AEOA in Virginia, Minnesota. Fifteen (15) applications were received from internal and external job postings and newspaper advertisement(s). The applications were screened by Kristine Norberg, Family Services Manager, and Jerry Crittenden, Community Relations Manager. Eight (8) applicants
were interviewed. The Interview Team consisted of Kristine Norberg, Family Services Manager, and Jerry Crittenden, Community Relations Manager. The Interview Team recommends Carol Haasl for the Mesabi East Family Advocate position. Candidate’s background/position qualifications were shared. Kristin Gustafson moved to approve Carol Haasl for the Mesabi East Family Advocate position, supported by Candace Peroceski. Motion carried unanimously.

HEAD START FINANCE AND ADMINISTRATIVE ASSISTANT: Norman “Skip” Ferris reported on the Head Start Finance and Administrative Assistant interviews held on December 6, 2012, and December 7, 2012, at AEOA in Virginia, Minnesota. Forty-three (43) applications were received from internal and external job postings and newspaper advertisement(s). The applications were screened by Norman “Skip” Ferris, Head Start Director; Chuck Neil, Health Manager; and Lori Trenholm, Head Start Information Systems Manager. Eight (8) applicants were interviewed. The Interview Team consisted of Norman “Skip” Ferris, Head Start Director; Chuck Neil, Health Manager; Lori Trenholm, Head Start Information Systems Manager; and Jaclyn Tague, Head Start Parent. The Interview Team recommends Tracy Sandnas for the Head Start Finance and Administrative Assistant position. Candidate’s background/position qualifications were shared. Kristin Gustafson moved to approve Tracy Sandnas for the Head Start Finance and Administrative Assistant position, supported by Clyde Ireland. Motion carried unanimously.

E. POLICY COUNCIL MEETING SCHEDULE: Norman “Skip” Ferris reported that the next Policy Council Meeting is scheduled for Wednesday, February 13, 2013, from 9:30 a.m. to 12:00 noon at AEOA in Virginia, Minnesota.

IX. MISCELLANEOUS DISCUSSION: Bob Larkin reminded the Policy Council that the Minnesota Voices for Children Advocacy Day in St. Paul, Minnesota, is on Wednesday, February 13, 2013. This is the same day that the Policy Council is scheduled to meet. The next meeting was rescheduled to Wednesday, February 6, 2013, from 9:30 a.m. to 12:00 noon at AEOA in Virginia, Minnesota. Norman “Skip” Ferris will send out a notice of the meeting date change. Kristin Gustafson moved that the next Policy Council Meeting be moved to February 6, 2013, supported by Bob Larkin. Motion carried unanimously.

Kristin Gustafson reported on the Early Childhood and Family Advisory Committee Meeting. The Committee reviewed the child assessment data, school readiness goals, and parent surveys. The Committee discussed the Minnesota Reading Corp application. Norman “Skip” Ferris explained the Minnesota Reading Corp program. The application is due in February, and he will look into it once our Federal Head Start Grant Application is completed. The Committee also reviewed the Facilities, Materials, and Equipment Service Plan. The minor wording and changes to the Facilities, Materials and Equipment Service Plan were explained. Clyde Ireland moved to approve the updated Facilities, Materials, and Equipment Service Plan, supported by Candace Peroceski. Motion carried unanimously.
X. **ADJOURNMENT:** Kristin Gustafson moved to adjourn the meeting, supported by Clyde Ireland. **Motion carried unanimously.** The meeting was adjourned at 11:40 a.m.

Respectfully submitted,

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Marlene Paavola, Acting Secretary  
Arrowhead Head Start Policy Council

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