ARROWHEAD HEAD START POLICY COUNCIL MINUTES
December 2, 2015

PRESENT:
Bob Larkin  Representative from AEOA Board
Cassondra Weber  Mt. Iron Buhl
Cherri Avirill Manner  Representative from AEOA Board
Cindy Haugen  Virginia Toddler Center
Diane Taylor  Hibbing II
Jennifer Elmberg  Mesabi East
Jessie Sandnas  Eveleth-Gilbert
Joe Paschke  Carry Over Parent
Kayla Francisco  Hap II
Ruthie Gornik  Babbitt
Tiffany Hinchliffe  Chairperson
Tracy Sandnas  Head Start Finance Supervisor
Norman “Skip” Ferris III  Head Start Director

SITES NOT REPRESENTED OR EXCUSED:
Angie Pike Carry Over Parent-Excused
CHIC and Northern Tier EHS-Absent
Chisholm I Center-Excused
Chisholm II Combo-Open
Ely Center-Absent
HAP I Center-Open
Hermantown and Lake County EHS-Excused
Hibbing EHS HB & West Range HB-Open
Hibbing I Center-Open
Hibbing III Center-Open
Hibbing IV Center-Absent
Kristen Gustafson Parent Advisor-Absent
PSHB I & East Range EHS-Excused
PSHB I and PSHB II-Open
Quad I and II EHS-Open
Two Harbors Combo-Excused
Virginia I Center-Excused
The Policy Council meeting was held on December 2, 2015 at AEOA in conference room 2 Virginia, Minnesota.

I. **CALL TO ORDER:** The Arrowhead Head Start Policy Council Meeting was called to order by Tiffany Hinchliffe, Chairperson at 9:45 a.m. on Wednesday, December 2, 2015.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 9 members present. A quorum was established.

III. **CORRECTION/APPROVAL OF October 7, 2015 POLICY COUNCIL MINUTES:** None. Jessie Sandnas moved to approve the October 7, 2015 Policy Council Minutes as written, supported by Cindy Haugen. Motion carried unanimously.

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None

V. **CORRESPONDENCE:** None

VI. **ELECTION of OFFICERS:** Skip gave a description of each duty prior to each nomination.

A. **CHAIR:** Cindy Haugen nominated Jessie Sandnas motion supported by Cherri Avirill Manner. There were no other nominations. Bob Larkin made a motion to close the nomination supported by Ruthie Gornik. Jessie Sandnas was unanimously elected Chairperson.

B. **VICE-CHAIR/PARLIAMENTARIAN:** Ruthie Gornik nominated Cassondra Weber supported by Cindy Haugen. There were no other nominations. Jessie Sandnas made a motion to close the nominations supported by Ruthie Gornik. Cassondra Weber was unanimously elected Vice Chairperson.

C. **SECRETARY:** Ruthie Gornik nominated Jennifer Elmberg supported by Cindy Haugen. No other nominations were made. Bob Larkin made a motion to close the nominations supported by Cassondra Weber. Jennifer Elmberg was unanimously elected Secretary.

D. **STATE PARENT AFFILIATE (SPA):** Cassondra Weber nominated Cindy Haugen supported by Jennifer Elmberg. Cassondra Weber and Jennifer Elmberg amended the nomination of Cindy Haugen and nominated Serenity Klaysmat and recommended Cindy Haugen for the SPA Alternate. No other nominations were made. Cassondra Weber made a motion to close the nominations supported by Jennifer Elmberg. Serenity Klaysmat was unanimously elected SPA.
E. **STATE PARENT AFFILIATE (SPA) ALTERNATE:** Cassondra Weber nominated Cindy Haugen supported by Jennifer Elmberg. No other nominations were made. Jessie Sandnas made a motion to close the nominations supported by Cherri Avirill Manner. Cindy Haugen was unanimously elected SPA Alternate.

VII. **REPORTS:**

A. **DIRECTOR’S REPORT:** Norman “Skip” Ferris III presented the Directors Report. Skip went through the contents of each members handouts in their Policy Council folders. Skip explained to members how important the political front can be and how it affects Head Start in various ways. Skip will keep members up to date as changes occur.

There is a potential for a government shutdown. It won’t affect us immediately due to our current grant that is in place until March 31, 2015. Congress just passed a large transportation bill. Planned Parenthood and the Affordable Care Act are hot topics in the budget debate. A discussion was held. Jennifer Elmberg moved to accept the Director’s Report, supported by Cassondra Weber. Motion carried unanimously.

B. **FINANCIAL REPORT:** Skip presented the Financial Report, with an explanation on how to read the reports for the new Policy Council members.

**SFY 2015 MN HEAD START GRANT:** This grant in the amount of $630,787.00 is for the period from July 1, 2014, through June 30, 2015, the Current Period Actual Expenditures are $53,008.37; the YTD Expenditures are $121,632.07; YTD Encumbrance is $0.00; and the Balance is $509,154.93. Spending of this grant is on target with our planned expenditures and projections.

**FY 2015 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $2,026,187.00 is for the period from April 1, 2015, through March 31, 2016. The Current Period Actual Expenditures are $298,544.10; the YTD Actual Expenditures are $999,717.44; the YTD Encumbrance is $0.00; and the Balance is $1,026,469.56. Spending of this grant is on target with our planned expenditures and projections.

**FY 2015 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $1,054,699.00 is for the period from April 1, 2015, through March 31, 2016. The Current Period Actual Expenditures are $108,189.69; the YTD Actual Expenditures are $561,490.59; YTD Encumbrance $0.00 and the Balance is $493,208.41. 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. Cherri Averill Manner moved to accept the Financial Reports, supported by Cassondra Weber. Motion carried unanimously.

C. COMMUNITY RELATIONS MANAGER REPORT: Skip presented members with the enrollment report. Our enrollments are currently doing very well. Jennifer Elmberg moved to accept the Community Relations Manager’s report, supported by Cindy Haugen. Motion carried unanimously.

D. AEOA EXECUTIVE COMMITTEE MEETINGS-SEPTEMBER & OCTOBER, 2015 Skip and Bob Larkin reported that 3 awards were given out at the annual board meeting. A number of resolutions were approved such as the wage comparability study and the committee in search of our new Executive Director. Annual reports for Head Start and the Agency were reported by Skip and Noah Hobbs. Cherri Avirill Manner moved to accept the AEOA Executive Committee Meeting Report, supported by Cassondra Weber. Motion carried unanimously.

E. PARENT/COMMUNITY ENGAGEMENT: None.

VIII. OLD BUSINESS:
A. SFY 2016 FUNDING APPLICATION- Skip presented the proposed budgets and programming for the 2016-2017 program year for the Federal Grant. A discussion was held. Cherri Avirill Manner moved to accept the 2016-2017 Funding Application, supported by Jessie Sandnas. Motion carried unanimously.

B. PROGRAM SELF-ASSESSMENT REPORT: Skip went through the report with members and highlighted the updates. Head Start was not out of compliance in any of the areas. Cassondra Weber moved to accept the Program Self-Assessment Report, supported by Cherri Avirill Manner. Motion carried unanimously.

C. STRATEGIC PLANNING REPORT: Skip went over Head Start’s objectives and goals with members. Jessie Sandnas moved to accept the Strategic Planning Report, supported by Cindy Haugen. Motion carried unanimously.

D. PARENT ACTIVITY FUND: A theme needs to be put into place by the next Policy Council meeting. “Responsibility” was recommended by Tiffany Hinchliffe.
“STEM” was recommended by Jessie Sandnas. Members are encouraged to bring any other ideas to the next meeting.

E. **SCHOOL READINESS:** Skip encouraged members to read the goals in their orientation packets if they have not done so already.

F. **PARENT FAMILY COMMUNITY ENGAGEMENT:** No Report.

IX. **NEW BUSINESS:**

   A. **NEW EMPLOYEE RECOMMENDATIONS:** Skip recommended Erin Roed for the Special Needs Assistant (SNA) position at Hibbing III. **Cherri Avirill Manner moved to accept Erin Roed for the SNA position, supported by Diane Taylor. Motion carried unanimously.**

   Skip recommended Heather Pinkoski for the Teacher Aide (TA) position at Chisholm II. **Jessie Sandnas moved to accept Heather Pinkoski for the TA position, supported by Cindy Haugen. Motion carried unanimously.**

   B. **PARENT COMMUNITY REPRESENTATION REPORTS:** Tiffany Hinchliffe invited members and their families to attend the Kinderfest at the Biwabik Covenant Church to visit Santa and participate in many other activities on December 5, 2015. Joe Paschke invited members to attend Fortune Bay for a open Christmas party for families and Diane Taylor invited members to attend Grandma’s in the Park in Hibbing. On December 22, 2015 Kupz N Kakez in Gilbert will be holding an event. The cost is $5.00 per person with $2.00 being donated to Toys for Tots.

   C. **POLICY COUNCIL MEETING SCHEDULE FEBRUARY 10, 2016:** at 9:30 a.m. at AEOA in the conference room in the basement.

X. **MISCELLANEOUS DISCUSSION:** None.

XI. **ADJOURNMENT:** **Cherri Avirill Manner moved to adjourn the meeting, supported by Cindy Haugen. Motion carried unanimously.** The meeting was adjourned at 12:10 a.m.
Respectfully submitted,

________________________________________________________________________
Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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