ARROWHEAD HEAD START POLICY COUNCIL MINUTES
December 7, 2016

PRESENT:
Ami Keene Mesabi East
Bobbi Santeramo Virginia II
Cassondra Weber Chairperson & Mt. Iron Buhl
Cathy Zelinski Policy Council Representative to the Board
Charlotte Hill Eveleth-Gilbert
Cherie Avirill Manner AEOA Representative to the Board
Courtney Logan Virginia Toddler Center
Diane Taylor Hibbing II
Doris Wehrenberg CHIC EHS-Northern Tier EHS
Jennifer Solberg Chisholm II
Julie Louks Carry Over Parent
Kristy Johnson Virginia I
Ruthie Gornik Carry Over Parent
Connie Derickson Program Manager
Jerry Crittenden Community Relations Manager
Tracy Sandnas Head Start Finance Supervisor
Norman “Skip” Ferris III Head Start Director

SITES NOT REPRESENTED OR EXCUSED:
PSHB I and PSHB II-Absent
Babbitt-Excused
Chisholm I-Absent
Ely-Absent
HAP I - Excused
HAP II-Absent
Hermantown-Lake Cty EHS HB-Excused
Hibbing EHS HB & West Range HB-Open
Hibbing I -Open
Hibbing II -Excused
Hibbing IV -Absent
Two Harbors - Open
PSHB-Hibbing Sites-Absent
PSHB I & East Range EHS-Open
The Policy Council meeting was held on December 7, 2016 at the United in Christ Church, Virginia, Minnesota.

I. **CALL TO ORDER:** Cassondra Weber, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:35 a.m. on Wednesday, December 7, 2016.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 13 members present. A quorum was established.

III. **CORRECTION/APPROVAL OF October 4, 2016 POLICY COUNCIL MINUTES:** Cathy Zelinski moved to approve the October 4, 2016 Policy Council Minutes as written, supported by Kristy Johnson. Motion carried unanimously.

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Election of officers will be moved down on the agenda until all members arrive since driving conditions are poor. Cathy Zelinski moved to move the election of officers down on the agenda, supported by Julie Louks. Motion carried unanimously.

V. **CORRESPONDENCE:** None

VI. **REPORTS:**

VII. **DIRECTOR’S REPORT:** Norman “Skip” Ferris III reported that we are working on the FY 2017 Federal Grant. Skip is also working on the Duration Grant. There are some corrective actions needed at the Hibbing site based on the Fire Marshals inspection. Skip has been in contact with the Landlord to work on making the corrections needed. Kristy Johnson moved to accept the Director’s Report, supported by Ami Keene. Motion carried unanimously.

VIII. **FINANCIAL REPORT:** Skip presented the financial statements.

   **SFY 2016 MN HEAD START GRANT:** This grant for $629,739.00 is for the period from July 1, 2016, through June 30, 2017, the Current Period Actual Expenditures are $183,538.73; the YTD Expenditures are $220,738.92; YTD Encumbrance is $0; and the Balance is $409,000.08. Spending of this grant is on target with our planned expenditures and projections.
FY 2016 FEDERAL PRESCHOOL HEAD START GRANT: This grant in the amount of $2,062,935.00 is for the period from April 1, 2016, through March 31, 2017. The Current Period Actual Expenditures are $704,609.16; the YTD Actual Expenditures are $1,227,220.03; the YTD Encumbrance is $0; and the Balance is $835,714.97. Spending of this grant is on target with our planned expenditures and projections.

FY 2016 FEDERAL EARLY HEAD START GRANT: This grant in the amount of $1,073,273.00 is for the period from April 1, 2016, through March 31, 2017. The Current Period Actual Expenditures are $266,628.94; the YTD Actual Expenditures are $596,009.50; YTD Encumbrance IS $0 and the Balance is $477,263.50. 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. Diane Taylor moved to accept the Financial Reports, supported by Julie Louks. Motion carried unanimously.

IX. COMMUNITY RELATIONS MANAGER REPORT: Jerry presented and explained how the enrollment report works and how we are funded to new members. A discussion was held. Diane Taylor moved to accept the Community Relations Manager’s report, supported by Ami Keene. Motion carried unanimously. A long discussion was held on how the program can better communicate with families, including the possibility of classrooms having individual Facebook pages or incorporating parent portals.

Jerry presented updates to our Attendance Policy to meet the new Head Start Program Performance Standards. Diane Taylor moved to accept the updated Attendance Policy, supported by Ami Keene. Motion carried unanimously.

X. AEOA BOARD MEETING- October 19, 2016: Jeff Kletcher is the new AEOA Board Chairperson. He is the Mayor of Floodwood and has been an active member or the board for several years. Skip did the annual training on the Boards role and responsibility with the Head Start program

XI. AEOA BOARD EXECUTIVE COMMITTEE MEETING 11/16/16: Jerry discussed Facebook approval for each department rather than the agency as a whole. A discussion was held. It was a short meeting.
XII. **ELECTION of OFFICERS:** Skip gave a description of each duty prior to each nomination.

   a. **CHAIR:** Ruthie Gornik and Julie Louks nominated Cassondra Weber. There were no other nominations. Cassondra Weber was unanimously elected Chairperson.

   b. **VICE-CHAIR/PARLIAMENTARIAN:** Cassondra Weber nominated Diane Taylor. Diane Taylor refused the nomination. Doris Wehrenberg nominated Doris Wehrenberg. No other nominations were made. Doris Wehrenberg was unanimously elected Vice Chairperson.

   c. **SECRETARY:** Diane Taylor nominated Bobbi Santeramo. No other nominations were made. Bobbi Santeramo was unanimously elected Secretary.

   d. **STATE PARENT AFFILIATE (SPA):** Doris Wehrenberg nominated Diane Taylor and Cassondra Weber nominated Ami Keene. No other nominations were made. Each candidate said a few words as to why they wanted the position. Connie Derickson counted paper ballots, Ami Keene was elected SPA Representative.

   e. **STATE PARENT AFFILIATE (SPA) ALTERNATE:** Diane Taylor nominated Diane Taylor and Julie Louks nominated Kristy Johnson. Kristy said a few words why she wanted this position. No other nominations were made. Connie Derickson counted paper ballots, Kristy Johnson was unanimously elected SPA Alternate.

XIII. **OLD BUSINESS**

   A. **SCHOOL READINESS:** None.

   B. **PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

XIV. **NEW BUSINESS:**

   A. **NEW EMPLOYEE RECOMMENDATIONS:** Skip recommended Meghan Sundvall for the Mental Health Professional position. **Julie Louks moved to accept Meghan Sundvall for the Mental Health Professional position, supported by Ruthie Gornik. Motion carried unanimously.**
B. **FY 2017 FUNDING APPLICATION:** Skip presented the proposed FY 2017 budget to members along with the program goals and objectives. A discussion was held. Ami Keene moved to accept the proposed 2017-2018 Budget, supported by Cathy Zelinski. Motion carried unanimously.

C. **PROGRAM INFORMATION REPORT (PIR):** Skip went over the report with members and highlighted some of the performance indicators.

D. **PARENT ACTIVITY REPORT:** Skip encouraged members to start thinking about a theme for classrooms this year. Members can bring their ideas to the next Policy Council meeting February 8, 2017.

E. **POLICY COUNCIL MEETING SCHEDULE Wednesday February 8, 2017:** at 9:30 a.m. at AEOA in the conference room in the basement.

F. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.

XV. **MISCELLANEOUS DISCUSSION:** None.

XVI. **ADJOURNMENT:** Ruthie Gornik moved to adjourn the meeting, supported by Julie Louks. Motion carried unanimously. The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

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Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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