ARROWHEAD HEAD START POLICY COUNCIL MINUTES
December 16, 2014

PRESENT:
Kristen Gustafson  Parent Advisor
Sasha Dahl  Virginia I Center
Tiffany Hinchliffe  Chairperson
Jerry Crittenden  Community Relations Manager
Norman “Skip” Ferris III  Head Start Director
Tracy Sandnas  Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:
Babbitt Combination
Bob Larkin- Representative from AEOA Board
Carry Over Parent- Jenna Johnston- Excused
Carry Over Parent- Joe Paschke -Excused
Carry Over Parent-Meggin McLean
Carry Over Parent-Angie Pike
CHIC and Northern Tier EHS
Chisholm I Center and Chisholm II Combo
Ely Center-Excused
Erin Shay- Community Representative
Eveleth-Gilbert Center
HAP I Center-Excused
Hap II
Hermantown and Lake County EHS-Excused
Hibbing EHS HB & West Range HB
Hibbing I Center
Hibbing II Center
Hibbing III Center
Hibbing IV Center
Mesabi East-Excused
Mt Iron Buhl Combo
PSHB I & East Range EHS
PSHB I and PSHB II
Quad I and II EHS-Excused
Two Harbors Combo-Excused
Virginia II Center
Virginia III Center
Virginia Toddler Center
The Policy Council meeting was held on December 16, 2014, 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 10:05 a.m. on Tuesday, December 16, 2014.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 2 members present. A quorum was not established. Policy Council bylaws state in 4.7(f), When a quorum is not established for a scheduled meeting, a Policy Council member may make a motion to conduct an official meeting with those members present so important business can be done. The motion must receive a second and passed unanimously by those in attendance. If approved, the meeting shall be deemed official. Decisions and rulings shall stand. If the motion lacks a second or is not passed unanimously, then an official meeting will not take place and no decisions will be made. Tiffany Hinchliffe moved to conduct an official meeting, supported by Sasha Dahl. Motion carried unanimously.

III. **CORRECTION/APPROVAL OF November 12, 2014 POLICY COUNCIL MINUTES:** No corrections were made. Sasha Dahl moved to approve the November 12, 2014 Policy Council Minutes as written, supported by Tiffany Hinchliffe. Motion carried unanimously.

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

V. **CORRESPONDENCE:** None

VI. **REPORTS:**
   A. **DIRECTOR’S REPORT:** Skip presented the Directors Report. There was a White House Summit on Early Education on December 10, 2014 where the Early Head Start-Child Care partnership application with TCC, Arrowhead, Lakes & Pines, and Kootasca was announced as one of the projects selected. This 5 year grant will begin after the first of the new year. A 1.1 trillion dollar spending bill has been passed by congress to keep the government running through September 30, 2015. Head Start dollars will remain the same in this bill. There could be another possible sequester in 2016 if a FY 2016 budget is not passed. Sasha Dahl moved to accept the Director’s Report, supported by Tiffany Hinchliffe. Motion carried unanimously.

       A. **FINANCIAL REPORT:** Skip presented the Financial Report. We will be analyzing the budgets in January.
FY 2014 FEDERAL PRESCHOOL HEAD START GRANT: This grant in the amount of $1,509,131.00 is for the period from July 1, 2014, through March 31, 2015. The Current Period Actual Expenditures are $193,543.21; the YTD Actual Expenditures are $629,611.41; the YTD Encumbrance is $3,094.05; and the Balance is $795,612.88. Spending of this grant is on target with our planned expenditures and projections.

FY 2014 FEDERAL EARLY HEAD START GRANT: This grant in the amount of $817,810.00 is for the period from July 1, 2014, through March 31, 2015. The Current Period Actual Expenditures are $78,240.87; the YTD Actual Expenditures are $377,283.15; YTD Encumbrance $1,547.03 and the Balance is $438,979.82. Spending of this grant is on target with our planned expenditures and projections.

SFY 2015 MN HEAD START GRANT: This grant in the amount of $498,148.00 is for the period from July 1, 2014, through June 30, 2015, the Current Period Actual Expenditures are $44,179.11; the YTD Expenditures are $198,287.24; YTD Encumbrance is $1,547.02; and the Balance is $291,313.74. 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. Skip pointed out the fraudulent charge that was charged on Tracy Sandnas' Visa. That card has been cancelled and a new card has been issued. Sasha Dahl moved to accept the Financial Reports, supported by Tiffany Hinchliffe. Motion carried unanimously.

B. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden presented the report. He is currently working to fill Hibbing I and IV. Mt. Iron Buhl is now full. East Range and Hermantown EHS has had students drop. All openings are currently within the 30 day threshold. Sasha Dahl moved to accept the Community Relations Report, supported by Tiffany Hinchliffe. Motion carried unanimously. Kristin Gustafson arrived at the meeting at 10:30 a.m.

C. MHSA-DECEMBER 2-4, 2014- Sasha Dahl reported how much she enjoyed going to this event. Head Start finances and committees were discussed. Sasha was elected as a new member to the MHSA board of directors. She attended the public relations and fundraising committees. Public bus contracts for transportation were also discussed. Sasha will attend the next MHSA board meeting via telephone conference in January. Skip reported that Minnesota was not accepted in the Race to the Top funding application. Tiffany Hinchliffe moved to accept the MHSA Report, supported by Sasha Dahl. Motion carried unanimously.
VII. OLD BUSINESS:

A. FY 2015 HEAD START FUNDING APPLICATION: Skip presented the Head Start and Early Head Start proposed budgets to members for the 2015-2016 Federal grant application. Members were also presented with the 5 year long term goals, short term objectives, program impact, and measure and progress reporting. Sasha Dahl moved to accept the proposed budget and goals for the 2015-2016 Federal grant application, supported by Tiffany Hinchcliffe. Motion carried unanimously.

B. EHS/CHILD CARE PARTNERSHIP GRANT: Skip reported that our grant application has been approved for 1.6 million. We will be expanding services at the Steve O’Neil apartments. It is a brand new facility for homeless families. The facility will have Head Start and Early Head Start services at the site. Skip presented the resolution to members to approve the partnership agreement with TCC. Tiffany Hinchcliffe moved to accept the resolution for the partnership agreement, supported by Sasha Dahl. Motion carried unanimously.

C. PARENT ACTIVITY FUND: Policy Council members have decided that the topic for the parent activity fund will be on literacy. Members felt that this area can be a struggle for students and the topic would be a beneficial learning tool. Each classroom will receive $25.00 to spend on literacy. Sasha Dahl moved to accept literacy as the classroom topic for the parent activity fund, supported by Tiffany Hinchcliffe. Motion carried unanimously.

D. SCHOOL READINESS: Updates on school readiness was presented in the FY 2015 grant application.

E. PARENT FAMILY COMMUNITY ENGAGEMENT (PCFE): Updates on PCFE was presented in the FY 2015 grant application.

VIII. NEW BUSINESS:

A. NEW EMPLOYEE RECOMMENDATIONS: None.
F. **STATE EARLY CHILDHOOD BONDING FUNDING APPLICATION:** Skip reported that Arrowhead Head Start is partnering with the Virginia School District to apply for funding for Early Childhood facilities. This funding is being sought to construct Head Start classrooms onto the Parkview Learning Center. Skip presented a resolution from the Policy Council for Arrowhead Head Start to partner with the Virginia School District to apply for Early Childhood facilities funding available on a competitive process through the Minnesota Department of Human Services in the amount of $625,000. **Sasha Dahl moved to accept the resolution for the State Early Childhood Bonding Funding Application, supported by Tiffany Hinchliffe. Motion carried unanimously.**

G. **2013-2014 PIR-** Tabled until February 11, 2015 meeting. **Tiffany Hinchliffe moved to table the 2013-2014 PIR until February 11, 2015 meeting, supported by Sasha Dahl. Motion carried unanimously.**

B. **POLICY COUNCIL MEETING Wednesday, February 11, 2015:** The meeting will be held at the AEOA Conference Room from 9:30 a.m. to 12:00 p.m. Policy Council

C. **PARENT –COMMUNITY REPRESENTATIVE REPORT:**

   a. Virginia I had a Christmas get together last Friday.
   b. Mesabi East had a Weihnachtsfest.

H. **MISCELLANEOUS DISCUSSION:** The Policy Council Representative for Virginia II has missed 3 unexcused meetings. Policy Council Bylaws state that a representative will be removed after 3 unexcused absences. **Tiffany Hinchliffe moved to have Virginia II find a new Policy Council Representative, supported by Sasha Dahl. Motion carried unanimously.**

IX.

X. **ADJOURNMENT:** **Tiffany Hinchliffe moved to adjourn the meeting, supported by Sasha Dahl. Motion carried unanimously.** The meeting was adjourned at 11:27 a.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