PRESENT:
Cassondra Weber          Mt. Iron Buhl
Diane Taylor             Hibbing II
Jackie Olson             Hermantown and Lake County EHS
Janet Burke              Virginia II Center
Jenna Johnston           Two Harbors Combo
Jessie Sandnas           Chairperson
Julie Louks              Virginia I Center
Lashae Brooks            Ely Center
Ruthie Gornik            Babbitt
Jerry Crittenden         Community Relations Manager
Kelly Hill               EHS Program Manager
Kristine Norberg         Family Services Manager
Tracie Wilcox            Mental Health Professional
Tracy Sandnas            Head Start Finance Supervisor
Norman “Skip” Ferris III Head Start Director

SITES NOT REPRESENTED OR EXCUSED:
Amber Skinner Carry Over Parent-Excused
CHIC and Northern Tier EHS-Open
Chisholm I-Excused
Chisholm II Combo-Open
Eveleth-Gilbert-Open
HAP II-Absent
HAP I Center-Open
Hibbing EHS HB & West Range HB-Open
Hibbing I Center-Absent
Hibbing III Center-Open
Hibbing IV Center-Absent
Mesabi East-Excused
PSHB I & East Range EHS-Excused
PSHB I and PSHB II-Open
Quad I and II EHS-Open
Representative from AEOA Board-Excused
Policy Council Representative to the AEOA Board-Excused
The Policy Council meeting was held on February 10, 2016 at AEOA in conference room 2 Virginia, Minnesota.

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Jessie Sandnas, Chairperson at 9:35 a.m. on Wednesday, February 10, 2016.

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

III. CORRECTION/APPROVAL OF December 2, 2015 POLICY COUNCIL MINUTES: None. Jenna Johnston moved to approve the December 2, 2015 Policy Council Minutes as written, supported by Janet Burke. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: None

V. CORRESPONDENCE: Skip shared the Environmental Health & Safety Federal review letter with members. This review will take place March 15-17, 2016.

VI. REPORTS:

A. DIRECTOR’S REPORT: Norman “Skip” Ferris III presented the Directors Report. Skip presented the new look report and encouraged members to read the whole report. Our Environmental Health and Safety review is scheduled to begin on March 15, 2016.

Lorrie Janatopoulos asked for help with some upcoming focus groups for health related issues. She would like 8-10 parents to participate. She will be offering $5.00 incentives. It will be held in March. All members at the meeting were in support of being participants. AAEOA is partnering with Essentia Health on this project.

We will have a Policies and Procedures and Policy Council By-Laws meeting on March 14, 2016 at AEOA in conference room 2. A notice will be sent out to Policy Council officers.

We have lost our Head Start classrooms in Hibbing for next year, due to an increase in enrollments in Hibbing. We are looking for new classroom space. If members are aware
of any available spaces please let Skip know. Skip will keep members updated. Jenna Johnston moved to accept the Director’s Report, supported by Ruthie Gornik. Motion carried unanimously.

B. **FINANCIAL REPORT:** Skip presented the Financial Report.

**SFY 2015 MN HEAD START GRANT:** This grant in the amount of $630,787.00 is for the period from July 1, 2015, through June 30, 2016, the Current Period Actual Expenditures are $118,740.20; the YTD Expenditures are $319,322.68; YTD Encumbrance is $0.00; and the Balance is $311,464.32. 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 $310,186.33; the YTD Actual Expenditures are $1,511,113.59; the YTD Encumbrance is $0.00; and the Balance is $515,823.41. 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 $147,061.85; the YTD Actual Expenditures are $783,041.51; YTD Encumbrance $0.00 and the Balance is $271,657.49. 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. Cassondra Weber moved to accept the Financial Reports, supported by Ruthie Gornik. Motion carried unanimously.

C. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden presented the enrollment report. We are fully enrolled and we have had a stellar year staying at full enrollment. We will stop enrolling in the middle of March in the traditional Head Start program but we will continue filling spots in the Early Head Start program. Jerry encouraged members to let him know we are recruiting for next year and members were asked to help by referring families to us. We are updating policies for our upcoming Federal review. The MN Head Start Parent Conference will be held April 4-6, 2016 in Brainerd, MN at Cragun’s Resort. Janet Burke highly recommended this conference to parents that haven’t attended before to sign up because it is a great conference. Jenna Johnston moved to accept the Community Relations Manager’s report, supported by Cassondra Weber. Motion carried unanimously.
D. **AEOA EXECUTIVE COMMITTEE MEETING-DECEMBER 16, 2015** Skip shared a summary of the meeting. Paul Carlson was selected as the new Executive Director, taking over on March 1, 2016. The board passed a resolution approving the hiring of a consultant for the joint Kootasca-AEOA Strategic Planning group. The CACFP application was passed. Skip’s Director’s report passed. Cherri Avirill Manner was elected by the Board to serve on the Policy Council. Head Start’s FY 2016 funding application, Strategic Planning, and Program Self-Assessment were passed. Housing’s Ivy Manor project was also passed. Cassondra Weber moved to accept the AEOA Executive Committee Meeting Report, supported by Jenna Johnston. Motion carried unanimously.

VII. **OLD BUSINESS:**

A. **SFY 2016 FUNDING APPLICATION:** Skip let members know that the grant was submitted on 12/30/15. He has also submitted the clarifications that were asked for. We are currently waiting for approval.

B. **PARENT ACTIVITY FUND:** Policy Council members decided on Science, Technology, Engineering, Arts, and Math (STEAM) for the topic. Each class will get $25.00 to spend on their activity. Ruthie Gornik moved to accept STEAM as the Classroom Activity, supported by Cassondra Weber. Motion carried unanimously.

C. **SCHOOL READINESS:** Kelly Hill presented the School Readiness Report outcomes for the second scoring period. We are seeing growth program wide and we currently have 74 children ready for kindergarten.

D. **PARENT FAMILY COMMUNITY ENGAGEMENT:** We will be offering CPR/First Aide training for parents who are interested. Flyers will be sent out to parents. There will be 3 groups in 3 different geographical locations to accommodate all areas.

E. **PARENT FAMILY COMMUNITY ENGAGEMENT:** No report.

VIII. **NEW BUSINESS:**

A. **RECRUITMENT PLAN POLICY/PROCEDURES:** Jerry presented the Transportation Policy/Procedure. He went over the changes with members. Cassondra Weber moved to accept the Transportation Policy/Procedure, supported by Ruthie Gornik. Motion carried unanimously.

Jerry presented the Early Head Start (EHS) Enrollment Point System for the 2016-2017 program year. He went over the changes to members. Jenna Johnston
moved to accept the EHS Enrollment Point System, supported by Ruthie Gornik. Motion carried unanimously.

Jerry presented the Head Start Enrollment Point System for 3 and 4 year olds for the 2016-2017 program year. He went over the changes to members. Cassondra Weber moved to accept the Head Start Enrollment Point System, supported by Janet Burke. Motion carried unanimously.

B. NEW EMPLOYEE RECOMMENDATIONS: None.

C. POLICIES AND PROCEDURES: Kelly Hill presented the updates for the Active Supervision Policy. Cassondra Weber moved to accept the Active Supervision Policy, supported by Jenna Johnston. Motion carried unanimously.

Kelly presented the updates for Appropriate and Safe Release of Children Policy. Jenna Johnston moved to accept the Appropriate and Safe Release of Children, supported by Julie Louks. Motion carried unanimously.

Kelly presented the updates for Postpartum Depression Screening: Mental Health Services Policy. Diane Taylor moved to accept the Postpartum Depression Screening: Mental Health Services Policy, supported by Cassondra Weber. Motion carried unanimously.

Tracie Wilcox presented the updates for the Ensuring the Safety of Food Served at Head Start Policy. Jackie Olson moved to accept the Ensuring the Safety of Food Served at Head Start Policy, supported by Julie Louks. Motion carried unanimously.

Tracie presented the updates for the Identifying Individual Nutrition Needs Policy. Jenna Johnston moved to accept the Identifying Individual Nutrition Needs Policy, supported by Jackie Olson. Motion carried unanimously.

Tracie presented the updates for the Nutrition Education and Meal Planning for Home-Base Sites Policy. Cassondra Weber moved to accept the Nutrition Education and Meal Planning for Home-Base Sites Policy, supported by Jenna Johnston. Motion carried unanimously.

Tracie presented the updates for the Nutrition Education and Meal Planning for Center-Base Sites Policy. Cassondra Weber moved to accept the Nutrition Education and Meal Planning for Center-Base Sites Policy, supported by Jenna Johnston. Motion carried unanimously.
Tracie presented the updates for the Cleanliness and Sanitation Policy. **Jackie Olson moved to accept the Cleanliness and Sanitation Policy, supported by Julie Louks. Motion carried unanimously.**

Tracie presented the updates for the Planning for Children with Food Allergies and Special Diets Policy. **Cassondra Weber moved to accept the Planning for Children with Food Allergies and Special Diets Policy, supported by Jenna Johnston. Motion carried unanimously.**

Tracie presented the updates for the Accident and Incident Policy. **Cassondra Weber moved to accept the Accident and Incident Policy, supported by Jenna Johnston. Motion carried unanimously.**

Tracie presented the updates for the Proper Storage, Handling and Preparation of Human Milk and Formula Policy. **Jenna Johnston moved to accept the Proper Storage, Handling and Preparation of Human Milk and Formula Policy, supported by Julie Louks. Motion carried unanimously.**

Tracie presented the updates for the Oral Hygiene Policy. **Cassondra Weber moved to accept the Oral Hygiene Policy, supported by Diane Taylor. Motion carried unanimously.**

**D. PROGRAM SELF-ASSESSMENT (PSA): POLICY COUNCIL FOCUS GROUP:** Connie Derickson asked questions of members from the PSA Hand Book. The Focus Group will be continued at another time due to insufficient time left in the meeting.

**E. HEALTH ADVISORY COMMITTEE:** Tracie invited members to sit on the Health Advisory Committee Meeting. A sign-up sheet was passed around. The invitation will be sent out to parents.

**F. POLICY COUNCIL MEETING SCHEDULE APRIL 13, 2016:** at 9:30 a.m. at AEOA in the conference room in the basement.

**IX. MISCELLANEOUS DISCUSSION:** Julie Louks shared information about a webinar she watched on “How not to yell at Your Kids”. She said it was a good webinar. She is trying to find out more information that doesn’t involve a hefty investment at the end of the webinar. Skip asked if Head Start could buy one. More information will be provided later.

**X. ADJOURNMENT:** **Jackie Olson moved to adjourn the meeting, supported by Cassondra Weber. Motion carried unanimously.** The meeting was adjourned at 12:05 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