ARROWHEAD HEAD START POLICY COUNCIL MINUTES
February 11, 2015

PRESENT:
Amanda Oferosky Representative from AEOA Board
Angie Pike Carry Over Parent
Cathy Zelinski PSHB I & East Range EHS
Jenna Johnston Carry Over Parent
Jerry Crittenden Community Relations Manager
Jessie Sandnas Mesabi East
Joe Paschke Carry Over Parent
Kristin Gustafson Parent Advisor
Norman “Skip” Ferris III Head Start Director
Sasha Dahl Virginia I Center
Stacy Hegfors Ely Center
Tiffany Hinchliffe Chairperson
Tracy Sandnas Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:
Babbitt Combination
Bob Larkin- Representative from AEOA Board-Excused
Carry Over Parent- Meggin McLean-Excused
CHIC and Northern Tier EHS
Chisholm I Center and Chisholm II Combo-Open
Erin Shay- Community Representative-Excused
Eveleth-Gilbert Center-Excused
HAP I Center-Excused
HAP II Center
Hermantown and Lake County EHS-Excused
Hibbing EHS HB & West Range HB-Open
Hibbing I Center-Open
Hibbing II Center
Hibbing III Center-Excused
Hibbing IV Center
Mt Iron Buhl Combo
PSHB I and PSHB II-Open
Quad I and II EHS
Two Harbors Combo
Virginia II Center
Virginia III Center
Virginia Toddler Center-Open
The Policy Council meeting was held on February 11, 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 Hinchcliffe, Chairperson, at 9:45 a.m. on Wednesday, February 11, 2015.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 7 members present. A quorum was established.

III. **CORRECTION/APPROVAL OF December 16, 2014 POLICY COUNCIL MINUTES:** Kristin Gustafson brought up the wrong spelling of her first name. This will be corrected. **Amanda Oferosky moved to approve the December 16, 2014 Policy Council Minutes as written, supported by Sasha Dahl. Motion carried unanimously.**

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Strategic planning report needs to be added as C. under New Business. **Amanda Oferosky moved to approve addition to the agenda, supported by Sasha Dahl. Motion carried unanimously.**

V. **CORRESPONDENCE:** None

VI. **REPORTS:**

   A. **DIRECTOR’S REPORT:** Skip presented the Directors Report. Governor Dayton’s budget plan includes an additional $19.4 million for Head Start to eliminate the current waiting list of approximately 2500 kids. Free breakfasts would be expanded to include pre-k students plus grades 1-3. Early learning scholarships will be continued with the possible elimination of the Pathway II Scholarships. The President’s budget is dependent upon Congress agreeing to a Federal Budget. A possible sequestration in 2016 could result in a 7-10% cut to Head Start. The President also wants to add $1.1 billion to expand Head Start into full day/full year programs and an additional 150 million would go towards expanding Early Head Start (EHS) and EHS child care partnerships. Skip shared information on the MN Asset Building Coalition which is going to present “Sharing our asset building stories: Mini-workshops for Minnesotans. Parents are encouraged to participate and share individual stories. **Jenna Johnston moved to accept the Director’s Report, supported by Amanda Oferosky. Motion carried unanimously.**
A. **FINANCIAL REPORT:** Skip presented the Financial Report.  

**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 $323,332.13; the YTD Actual Expenditures are $952,943.54; the YTD Encumbrance is $0.00; 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 $182,793.85; the YTD Actual Expenditures are $560,077.00; YTD Encumbrance $0.00 and the Balance is $257,077.00. 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 $88,687.58; the YTD Expenditures are $286,974.82; YTD Encumbrance is $0.00; and the Balance is $204,173.18. 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 that Alane O’Bryan’s card has been cancelled due to her retirement from Head Start. **Jenna Johnston moved to accept the Financial Reports, supported by Amanda Oferosky. Motion carried unanimously.**

B. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden presented the report. He is currently working to fill HAP I, EG I, VA I and Chisholm II. All openings are currently within the 30 day threshold. Jerry also asked which members would be interested in attending the Minnesota Head Start Association (MHSA) Conference in April. He will select 4 parents once he has his list completed. This conference is for parents only. Jerry let members know that there will be no “Day on the Hill” this year due to the remodeling of the state capitol. **Jessie Sandnas moved to accept the Community Relations Report, supported by Amanda Oferosky. Motion carried unanimously.**

C. **AEOA BOARD MEETING REPORT-DECEMBER 17, 2014:** Skip reported that we will need a new Policy Council Board Representative to replace Kris Edstrom. Discussion was held and the board had to sign conflict of interest statements. The volunteer driving program through Transit was presented. Aitkin County has a beautiful new Workforce Center. The agency’s wage comparison study is still in progress. Resolutions were passed for the Head Start funding application for
2015-2016 program year, EHS funding, EHS Partnership agreement, Program Self Assessment and Strategic Planning Reports. The Saint Louis County CBSG application was submitted and insurances were discussed. Amanda Oferosky moved to accept the AEOA Board Meeting Report, supported by Angie Pike. Motion carried unanimously.

VII. OLD BUSINESS:

A. FY 2015 HEAD START FUNDING APPLICATION: Skip informed members that the funding application was submitted December 30, 2014. Corrections have been made and submitted. The grant is currently in the hands of the Grant Specialist. He will move future December Policy Council meetings to the beginning of December to promote better attendance during the holiday season.

B. EHS/CHILD CARE PARTNERSHIP GRANT: Skip reported that the brand new Steve O’Neil facility in Duluth is beautiful. Skip and Kelly Hill attended a meeting of all the grantees awarded an EHS/Child Care Partnership grant at the Anoka Head Start Program. Future trainings were discussed. An early childhood partnership summit is being planned for this summer, most likely in Rochester. TTC hasn’t received a final agreement yet. A meeting will be held in Aitkin to discuss partnership contracts to make the upcoming arrangement more formal.

C. STATE EARLY CHILDHOOD BONDING FUNDING APPLICATION: Skip updated members on the bonding application with the Virginia School district that has recently been submitted for future integrated services. We hope to hear soon if our application will be funded. The ground breaking will begin in April of 2015 with the project being completed in 2016.

D. 2013-2014 PIR: Skip presented the report to members. He explained the comparison of our program percentages verses the state and federal percentages at the beginning of the program year and the outcome at the end of the year. Our numbers are well within the national average. Areas of interest were highlighted. Members were interested in our current homeless people in our area. Skip said a future presentation could be arranged from within the agency.

E. PARENT ACTIVITY FUND: Skip passed the thank you cards and emails that we have received so far from classrooms that have participated in the parent activity fund dollars that were given to each classroom for a special literacy project.
F. **SCHOOL READINESS**: Skip informed members that we will be looking at school readiness data on February 25th and 26th at the MHSA User’s Group. We are still updating to the COR Advantage.

G. **PARENT FAMILY COMMUNITY ENGAGEMENT (PCFE)**: There will be a user group meeting on February 25th and 26th. Representatives from our program will be attending.

VIII. **NEW BUSINESS**:

A. **RECRUITMENT PLAN POLICY/PROCEDURES**: Jerry presented the 2015/2016 Arrowhead Head Start Enrollment Point System. The point system was explained to members. **Amanda Oferosky moved to accept the 2015/2016 Arrowhead Head Start Enrollment Point System, supported by Jenna Johnston. Motion carried unanimously.** Jerry presented the EHS Enrollment Point System 2015/2016. The point system was explained to members. **Amanda Oferosky moved to accept the EHS Enrollment Point System 2015/2016, supported by Angie Pike. Motion carried unanimously.** Jerry presented the 2015/2016 Policy Procedure. We will be implementing online enrollment applications to make it easier for families, especially when multiple kids are involved. It will be implemented next month and priority point ranking will be used. **Angie Pike moved to accept the EHS Enrollment Point System 2015/2016, supported by Amanda Oferosky. Motion carried unanimously.** Jerry presented the Eligibility Policy/Procedure. The differences between Head Start and EHS were explained. **Amanda Oferosky moved to accept the Eligibility Policy Procedure, supported by Angie Pike. Motion carried unanimously.** Jerry presented the Eligibility Repeater Policy/Procedure. **Jessie Sandnas moved to accept the Eligibility Repeater Policy/Procedure, supported by Amanda Oferosky. Motion carried unanimously.**

B. **NEW EMPLOYEE RECOMMENDATIONS**: Skip recommended Kristi Appelman as the new Pre-School Home Base (PSHB) in Hibbing. Kristi’s qualifications were presented to members. **Angie Pike moved to accept Kristi Appelman as the new PSHB, supported by Jenna Johnston. Motion carried unanimously.** Skip informed members that Deb Fisher replaced Alane O’Bryan as program manager and Judy Kelly will be doing the Disabilities/Mental Health Manager piece.

C. **STRATEGIC PLANNING REPORT**: Skip explained the overall goals and enforced that they are long term and ever changing. Action items were shared with the action item comments. **Amanda Oferosky moved to accept the Strategic Planning Report, supported by Angie Pike. Motion carried unanimously.**
D. **PROGRAM SELF-ASSESSMENT (PSA):** Skip explained that some members may be interviewed within the Head Start program. The interview can include Policy Council members as well as parents. PSA staff will be having training on February 20, 2015. If you are on the interview list, someone will contact you. A final report will be presented to the Policy Council for approval.

E. **HEALTH ADVISORY COMMITTEE:** Chuck Neil will be having a meeting on March 11, 2015 from 9:30 a.m. to 12:00 p.m. Lunch will be provided after the meeting. Chuck will get a hold of members to see who is available.

F. **POLICY COUNCIL MEETING Wednesday, April 1, 2015:** The meeting will be held at the AEOA Conference Room from 9:30 a.m. to 12:00 p.m. Policy Council

IX. **PARENT –COMMUNITY REPRESENTATIVE REPORT:**
   a. Skip spoke on behalf of Babbitt. A fun Friday was held in December. The class went bowling and Santa paid a visit. A birthday bash was held in January and a field trip to the Post Office will be held in February.
   b. Ely took a trip to the Post Office and visited the new library. Parents are having a fundraiser to pay for transportation to go dog sledding. Wintergreen will match the fundraising amount.
   c. Angie Pike carry-over parent said Virginia went bowling and had a party in the classroom with parents. Angie made rice crispy bars.

X. **MISCELLANEOUS DISCUSSION:** None.

XI. **ADJOURNMENT:** Jessie Sandnas moved to adjourn the meeting, supported by Amanda Oferosky. Motion carried unanimously. The meeting was adjourned at 12:00 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