ATTENDANCE:
Kristin Gustafson Chairperson-Excused
Jenny Anderson Vice Chairperson
Jessica Sandnas Eveleth-Gilbert Center
Meggin McLean Hibbing I Center
Jenny Anderson Hibbing IV Center
Kris Edstrom Mesabi East Center
Amanda Autio Mt. Iron-Buhl Combination
Jenna Johnston Two Harbors Center
Angie Pike Virginia II Center
Bailey Pommier Quad EHS HB & East Range EHS HB (open)
Mary Wentland Carry Over Parent
Joe Paschke Virginia I
Toni Blain Hibbing III
Norman “Skip” Ferris III Head Start Director
Tracy Sandnas Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
Hibbing II (open) Northern Tier EHS HB/CHIC EHS HB (open)
Babbitt Combination Center (open) Hershelee Morton Carry Over Parent-(Excused)
Virginia Toddler Center-(Excused) Virginia III
HAP II Center-(Excused) HAP I Center
Lake County EHS HB/Hermantown EHS HB/Hermantown (open)
Ely Center-Excused Chisholm II
Carry Over Parent-Ramona Vitali-Excused
Hermantown EHS & Lake County-Excused
Community Representative – United Way-Excused
Representative to AEOA Board-Excused
Chisholm I-Excused

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Jenny Anderson, Vice Chairperson, at 9:45 a.m. on Wednesday, February 12, 2014, at AEOA Virginia, MN in Conference Room 2.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing 12 members present. A quorum was established.

III. CORRECTION/APPROVAL OF DECEMBER 17, 2013 POLICY COUNCIL MINUTES: Kris Edstrom moved to approve the December 17, 2013 Policy Council Minutes as written, supported by Meggin McLean. Motion carried unanimously.
IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Norman “Skip” Ferris III added the Transportation Waiver to the agenda. **Kris Edstrom moved to approve the addition to the agenda, supported by Jenna Johnston. Motion carried unanimously.**

V. **CORRESPONDENCE:** None.

VII. **REPORTS:**

**DIRECTOR’S REPORT:** Skip presented the Directors Report. Policy Council members were encouraged to read the report on their own and direct any questions to him. There will be new classrooms for Head Start in Hibbing and Mt. Iron next year. Lorrie Janatopoulis stopped in to discuss the Iron Range Partnership for local foods. This is a new program that would help our Head Start families obtain local and healthy foods. There will be an upcoming Earthfest to kick off the new program. Lorrie asked for volunteers to participate in the planning process. Amanda Autio, Angie Pike, and Toni Blaine volunteered to be on the planning committee. Skip heard that all the DRS (re-competition) grants have been read. We should hear in early spring if we were awarded our grant. Skip attended a Pre-K to 3 leadership meeting. He will keep Policy Council members updated. **Amanda Autio moved to accept the Director’s Report, supported by Meggin McLean. Motion carried unanimously.**


**FY 2013 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $1,949,320.00 is for the period from April 1, 2013, through March 31, 2014. The Current Period Actual Expenditures are $368,785.73; the YTD Actual Expenditures are $1,397,509.19; the YTD Encumbrance is $23,175.59; and the Balance is $274,408.06. Spending of this grant is on target with our planned expenditures and projections.

**FY 2013 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $935,685.00 is for the period from April 1, 2013, through March 31, 2014. The Current Period Actual Expenditures are $149,504.11; the YTD Actual Expenditures are $658,752.98; YTD Encumbrance $2523.96 and the Balance is $274,408.06. Spending of this grant is on target with our planned expenditures and projections.

**SFY 2014 MN HEAD START GRANT:** This grant in the amount of $498,651 is for the period from July 1, 2013, through June 30, 2014, the Current Period Actual Expenditures are $56,255.04; the YTD Expenditures are $213,717.26; and the Balance is $279,574.85. 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. **Kris Edstrom moved to accept the Financial Reports, supported by Amanda Autio. Motion carried unanimously.**
B. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden presented the enrollment report. Our enrollment is doing well. Jerry passed around a sign-up sheet for the MHSA Parent Engagement Weekend at Cragun’s Resort in Brainerd Monday, April 7th-Wednesday April 9th. He also passed around a sign-up sheet to participate in the “Day on the Hill” March 26th. This is where Policy Council members send parents to the state capitol to talk to legislatures on early childhood issues. **Meggin McLean moved to accept the Community Relations Manager’s Report, supported by Angie Pike. Motion carried unanimously.**

C. **AEOA BOARD OF DIRECTORS REPORT:** Skip presented a summary of the meeting held December 18, 2013. The Executive and Fiscal Director’s will be shared positions between AEOA and Kootasca. Kris Edstrom added that Transit’s random drug testing percentages will be increased. **Jessica Sandnas moved to accept the AEOA Board of Directors Report, supported by Angie Pike. Motion carried unanimously.**

D. **PARENT/COMMUNITY REPRESENTATIVE REPORTS:**
   - **MIB**-The class had their Valentine’s party today and also had a family Bingo night.
   - **EG**-Jessica Sandnas read “If I Built a Car” to the class and all of the children made their own cars. The class also made up one snow day.
   - **Virginia I**-The Class was going to take a field trip to the Post Office but it was cancelled due to cold weather. They will be having a movie and popcorn make up day and a Valentine party.
   - **Hibbing I**- The class is having their Valentine party on Friday.
   - **Mesabi East**- The class is having a Valentine party on Thursday and a Jammie party on Friday.
   - **Two Harbors**- They have had 2 fun make up days.
   - **Carry Over Parent**- Mary Wentland volunteered in the classroom and it was very busy.
   - **Hibbing IV**- The class is having movie and popcorn for their makeup day.

VIII. **OLD BUSINESS:**
   A. **SEQUESTRATION:** Sequestration cuts have been restored. We are waiting for guidance from the Office of Head Start on how we are to restore these cuts.
   B. **PIR**- Tabled until the April 9, 2014 Meeting.
   C. **SCHOOL READINESS:** Skip updated Policy Council members. Our Head Start will be going to COR Advantage as a new assessment tool. This will match up with our school readiness goals.
   D. **PARENT FAMILY COMMUNITY ENGAGEMENT (PFCE):** Skip reported we are still working on this. Minnesota Head Start has a users group working on the project.

IX. **NEW BUSINESS:**
   A. **RECRUITMENT PLAN POLICY/PROCEDURE**- Jerry presented the Early Head Start Point System and discussed it with Policy Council members. **Kris Edstrom moved to accept the Early Head Start Point System, supported by Amanda Autio. Motion carried unanimously.** Jerry presented the Head Start Point System and discussed it with Policy Council members. **Kris Edstrom moved to accept the Head Start Point System, supported by Amanda Autio. Motion carried unanimously.** Jerry presented the Enrollment Policy/Procedure and discussed it with
Policy Council members. **Amanda Autio moved to accept the Enrollment Policy/Procedure, supported by Angie Pike. Motion carried unanimously.** Jerry presented the Eligibility Policy/Procedure and discussed it with Policy Council members. **Kris Edstrom moved to accept the Eligibility Policy/Procedure, supported by Meggin McLean. Motion carried unanimously.**

**B. STRATEGIC PLANNING 1ST & 2ND QTR REPORT:** Skip presented the report for Policy Council members. **Meggin McLean moved to accept the Strategic Planning report, supported by Kris Edstrom. Motion carried unanimously.**

**C. WAGE COMPARABILITY STUDY:** Skip presented the wage comparability study to Policy Council members. **Amanda Autio moved to accept the Wage Comparability Study, supported by Meggin McLean. Motion carried unanimously.**

**D. PARENT ACTIVITY FUND:** A future decision will need to be made to participate in a $25.00 activity. The subject is up to each class. Classes can combine their funds. Kris Edstrom suggested dental care. Jessica Sandnas brought up fluoride varnish procedures. Skip will look into the proper procedure for application.

**E. HEALTH & ADVISORY COMMITTEE:** Skip spoke on behalf of Chuck Neil, Health Manager, to encourage Policy Council members to attend the Health & Advisory Committee meeting. A sign-up sheet was passed around. The meeting will be in the morning and lunch will be provided.

**F. PROGRAM SELF ASSESSMENT:** Head Start staff will attend training next week. Policy Council members and parents will be interviewed by staff.

**G. NEW EMPLOYEE RECOMMENDATIONS:** Skip recommended Carrie Salo for the Special Needs Assistant at Virginia III. Carries qualifications were presented. He noted Carrie is not related to Charisse Salo (same classroom) **Kris Edstrom moved to accept the recommendation to hire Carrie Salo, supported by Amanda Autio. Motion carried unanimously.**

Skip recommended Bobbi Palkovich for a short term sub. She can sub as a Teacher’s Aid or a Special Needs Assistant. Bobbi’s qualifications were presented. **Kris Edstrom moved to accept the recommendation to hire Bobbi Palkovich, supported by Angie Pike. Motion carried unanimously.**

Skip recommended Crystal Peipus for a short term sub. She can sub as a Teacher’s Assistant or a Special Needs Assistant. Crystal’s qualifications were presented. **Jenna Johnston moved to accept the recommendation to hire Crystal Peipus, supported by Amanda Autio. Motion carried unanimously.**

Skip recommended Tara Hendrickson for a short term sub. She can sub as a Teacher, Center Manager or as a Combo Manager. Tara’s qualifications were presented. **Jenna Johnston moved to accept the recommendation to hire Tara Hendrickson, supported by Meggin McLean. Motion carried unanimously.**

**H. NEXT POLICY COUNCIL MEETING Wednesday, April 9, 2014:** The meeting will be held at AEOA in conference room 2 in the basement.
X. **MISCELLANEOUS DISCUSSION:** Skip mentioned that we might need to hold a March meeting, depending on the restoration of the sequestration funds and/or DRS (re-competition) application approval. He will let members know as grant information is updated.

XI. **ADJOURNMENT:** Kris Edstrom moved to adjourn the meeting, supported by Meggin McLean. **Motion carried unanimously.** The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

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Tracy Sandnas, Finance and Administrative Assistant
Arrowhead Head Start

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