ARROWHEAD ECONOMIC OPPORTUNITY AGENCY
702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA  55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES
February 6, 2013

ATTENDANCE:
Sasha Dahl             Chairperson
Jackie Jordan         Two Harbors Combination Option
Doreen Simone         Hibbing III Center
Candace Peroceski     Hibbing IV Center/Representative to AEOA Board of Directors
Clyde Ireland         Virginia I Center
Kristin Gustafson     Virginia III Combination Option
Tanya Montgomery      Quad EHS Home Base & East Range EHS Home Base
Melissa Seither-Keast Eveleth Gilbert II Center
Bob Larkin            Community Representative from AEOA Board
Barb Fedora           Program Manager
Chuck Neil            Health Manager
Jerry Crittenden      Community Relations Manager
Norman “Skip” Ferris III Head Start Director
Tracy Sandnas         Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:

Babbitt Combination Option     Mesabi East Center/SPA Representative
Chisholm I Center             Virginia II Center
Chisholm II Center            Virginia Toddler Center and Virginia FCC
Ely Center                     Hibbing EHS Home Base and West Range EHS Home Base
Eveleth-Gilbert I Center      Hermantown EHS Home Base and Lake County EHS Home Base
HAP I Center                   CHIC EHS Home Base and Northern Tier EHS Home Base
HAP II Combination Option      Hibbing A Child Care Partnership
Hibbing I Center              Community Representative Judy Schink
Hibbing II Center             
Mt. Iron Buhl Combination Option

I. CALL TO ORDER:  The Arrowhead Head Start Policy Council Meeting was called to order by Chairperson Sasha Dahl at 9:35 a.m. on Wednesday, February 6, 2013, in Conference Rooms 2 and 3 at AEOA in Virginia, Minnesota.

II. ROLL CALL:  As members individually introduced themselves, roll call was taken showing nine (9) members present.

III. CORRECTION/APPROVAL OF DECEMBER 18, 2012 POLICY COUNCIL MINUTES:  Kristin Gustafson made a correction to the spelling of her first name being incorrect. There is no “e” at the end.  **Kristin Gustafson moved to approve the corrected December 18, 2012 Policy Council Minutes, supported by Doreen Simone.  Motion carried unanimously.**  The December 18, 2012 Policy Council Minutes will be corrected.
IV. CORRECTIONS/ADDITIONS TO AGENDA: Norman “Skip” Ferris added COR to the agenda.

V. CORRESPONDENCE: Norman “Skip” Ferris shared correspondence from the Federal Office of Head Start regarding the re-competition letter. AEOA Head Start received a deficiency for being out of compliance due to a missing child incident on January 25, 2012. The incident was self reported and safety procedures were immediately put into place. We will have to do another Federal grant application. We also received the results of the Minnesota Department of Human Services Licensing investigation. The letter from the Office of Head Start must be displayed in a conspicuous place in the classroom for 2 years and will remain on record in the state of MN for 10 years.

VII. REPORTS:
A. DIRECTOR REPORT: Norman “Skip” Ferris presented the Director Report. Katrina Neal, our Region V Program Specialist from Chicago, will be visiting AEOA Head Start February 11-12, 2013. She will be making site visits. Kristin Gustafson, Sasha Dahl, and Tanya Montgomery volunteered to visit with Katrina.

Sequestration might affect the Head Start budget by a 5-8% cut.

I3 GRANT: Norman “Skip” Ferris sent a letter to not participate in the program due to changing priorities to the school system and Head Start. Re-Competition will be taking up staff time not leaving any for I3.

Members were asked to read the on-going monitoring report included in each members folder to be read on his or her own time. Kristin Gustafson moved to approve the correspondence, supported by Doreen Simone. Motion carried unanimously.


FY 2012 FEDERAL PRESCHOOL HEAD START GRANT: This grant in the amount of 2,107,044 is for the period from April 1, 2012, through March 31, 2013. The Current Period Actual Expenditures are $169,651.06; the YTD Actual Expenditures are $1,490,634.98; the YTD Encumbrance is $11,112.50; and the Balance is $605,296.52. The spending of this grant is on target with our planned expenditures and projections.

FY 2012 FEDERAL EARLY HEAD START GRANT: This grant in the amount of $935,685 is for the period from April 1, 2012, through March 31, 2013. The Current Period Actual Expenditures are $57,164.72; the YTD Actual Expenditures are $604,695.36; the YTD Encumbrance is $20,457.00 and the Balance is $310,532.64. The spending of this grant is on target with our planned expenditures and projections.
SFY 2013 MN HEAD START GRANT: This grant in the amount of $498,651 is for the period from July 1, 2012, through June 30, 2013. The Current Period Actual Expenditures are $38,998.52; the YTD Expenditures are $226,288.95; and the Balance is $272,362.05. The spending of this grant is on target with our planned expenditures and projections. Kristin Gustafson moved to accept the Financial Report, supported by Missy Seither-Keast. Motion carried unanimously.

C. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden presented the Community Relations Manager Report.

2012-2013 ENROLLMENT REPORT: Copies of the 2012-2013 Enrollment Report dated February 6, 2013, were distributed. The Report was reviewed. We are at full enrollment. Arrowhead Head Start is funded to serve 414 children. Currently there are 414 children enrolled and two (2) children accepted in the program.

VOLUNTEERS/BOOK/CAPITAL: Jerry is looking for volunteers to answer phones for the Public Broadcast Service (PBS) Marathon in March for 2 hours. The Head Start children’s book that he has been working on for 2 years is finally complete. This book will be used to recruit families. A trip to the state Capitol for Voices for Children is set for February 13, 2013 to promote the Head Start program. A suggestion was made to educate more parents about the Head Start program. Promoting education to parents could be done with a float in this summer parades. Kristin Gustafson moved to accept the Community Relations Manager Report, supported by Doreen Simone. Motion carried unanimously.

D. AEOA BOARD OF DIRECTORS EXECUTIVE COMMITTEE REPORT: Norman “Skip” Ferris reported the feature program for the Board of Directors was adult basic education. Peg Sweeney and Marlene Paavola were recognized for their years of service. Resolutions discussed included purchasing insurance for Directors, St. Louis County CBGC, refunding applications, annual Attorney General forms, Great Lakes Higher Education program grant, kids in non-traditional careers, bus purchases, and transit expansion, and the Head Start FY 2013 application. The next AEOA Board of Directors Meeting will be held on Wednesday, February 20, 2013. Kristin Gustafson moved to accept the AEOA Board of Directors Executive Committee Report, supported by Missy Seither-keast. Motion carried unanimously.

E. AEOA EXECUTIVE COMMITTEE: Norman “Skip” Ferris reported there were no resolutions for Head Start but a discussion was held on the Head Start program. Resolutions included: housing funding for Two Harbors and Silver Bay. Monitor’s report was read. Cost of Living Adjustment (COLA) was discussed. The committee is looking at a 2.5% adjustment. Succession planning continued to be discussed. Kristin Gustafson moved to accept the Executive Committee Report, supported by Doreen Simone. Motion carried unanimously.

F. PARENT/COMMUNITY REPRESENTATIVE REPORTS: Norman “Skip” Ferris explained that this is the time for Policy Council members to share what is happening at their site.

VIRGINIA III COMBINATION OPTION: Kristin Gustafson reported that Valentine’s Day will include pajama day. CPR classes were done at the end of January. Dad’s and Dinosaur day is coming up.
QUAD EARLY HEAD START: Tanya Montgomery reported that they are having a get together in Gilbert and hope to go sledding. She also asked for ideas to get more parent involvement in her group. Jackie Jordan suggested making involvement mandatory. Missy Siether-Keast suggested Facebook reminder. Norman “Skip” Ferris read the Head Start Policy for holiday parties when a person doesn’t believe in the traditions of others.

HIBBING IV CENTER: Candace Peroceski had nothing to report at this time.

VIRGINIA I CENTER: Clyde Ireland reported that their Parent Meeting involved crafts with the kids. In February they will be having weekly visits to the library. Tammey Inman is doing a good job drawing parents into the program.

HIBBING III CENTER: Doreen Simone reported a visit back to the library. They made Christmas reindeer heads out of children’s hands and feet.

EVELETH GILBERT II CENTER: Missy Seither-Keast reported they made hand print calendars. Eveleth Gilbert I and II had good touch/bad touch training. Parents were notified ahead of time so they could have discussions with their children. The centers also want reading lists weekly from classrooms and In Kind turned in every other week instead of monthly. No food is allowed to be brought into the classrooms from Head Start students/families according to the Head Start rules. A reminder was sent out to parents.

TWO HARBORS COMBINATION OPTION: Jackie Jordan reported that they went to the Children’s Museum in Duluth. They used the buddy system and dressed warm for sledding and shoveling outside.

VII. OLD BUSINESS:

A. STRATEGIC PLANNING 2ND QUARTER REPORT: Progress updates towards the goals are printed in red. Kristin Gustafson moved to approve the Strategic Planning 2nd Quarter Report, supported by Doreen Simone. Motion carried unanimously.

B. POLICY COUNCIL BY-LAWS: Norman “Skip” Ferris reported that the changes are in red print on the hand out. No other changes are needed. The final vote will be in April. Once approved by the Policy Council, By-Law changes will go to the AEOA Board for approval.

C. SCHOOL READINESS GOALS: Norman “Skip” Ferris reported there is a Matrix in each member’s folder. The Matrix includes the five different frameworks; school districts expectation, classroom and parent expectations, school readiness goals, curriculum used, assessment indicators, staff professional development, and parent engagement.

D. PARENT, FAMILY AND COMMUNITY ENGAGEMENT: Norman “Skip” Ferris reported that we continue to work on the Parent, Family and Community Engagement goals. March 22, 2013 Arrowhead Head Start Spring All Staff Training. Parents will be involved at another date in helping us establish or PFCE goals.

E. CHILD OBSERVATION RECORD (COR): Barb Fedora reported 3 scoring periods are used for COR, the second one ended last Friday. Home visits will be done within the next two weeks and COR
results will be shared with families. 1st COR scoring was used to look at where to improve. This is the first year all 32 items are scored. Four lower scoring areas are language and literacy and math and science. Alane O’Bryan and Barb Fedora will look at training related to these areas. **Doreen Simone moved to accept the COR report, supported by Missy Seither-Keast. Motion carried unanimously.**

### VIII. NEW BUSINESS:

#### A. NEW EMPLOYEE RECOMMENDATION:  
Norman “Skip” Ferris reported on the Long Term Substitute position. Carli Huss was chosen for the position. Background check approved and qualifications were shared. **Doreen Simone moved to approve Carli Huss for the Long Term Sub position at HAP 2 Combo, supported by Missy Seither-Keast. Motion carried unanimously.**

#### B. HEALTH SERVICES ADVISORY COMMITTEE:  
Chuck Neil reported that he is scheduling a meeting for March 20, 2013 9:30 a.m. to 12:00 p.m. Lunch will be at the Virginia Grill after the meeting. Chuck will send a letter to Policy Council members.

#### C. PROGRAM SELF ASSESSMENT:  
Norman “Skip” Ferris reported this is still being worked on and he might be contacting some parents to participate in training is at the end of February.

#### D. EARLY CHILDHOOD & FAMILY ADVISORY MEETING:  
March 1, 2013 1:30 p.m.-3:00 p.m. Policy Council members will be notified with the location of this meeting.

#### E. PARENT ACTIVITY FUND:  
Norman “Skip” Ferris reported each site will receive $25.00 to come up with a theme per site. Each site needs to report back to the Policy Council with its theme. This needs to be done in May. Bullying, Manners Matter, Social Skills and Cultural Tolerance were decided on by the Policy Council members. **Doreen Simone moved that all four topics be used, supported by Missy Seither-Keast. Motion carried unanimously.**

#### F. POLICY COUNCIL MEETING SCHEDULE:  
Norman “Skip” Ferris reported that the next Policy Council meeting is scheduled for Wednesday April 3, 2013, from 9:30 a.m. to 12:00 p.m. at AEOA in Virginia, Minnesota.

### IX. MISCELLANEOUS DISCUSSION:  
None

### X. ADJOURNMENT:  
**Doreen Simone moved to adjourn the meeting, supported by Missy Seither-Keast. Motion carried unanimously.** The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

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Hershal Pettit  Secretary  
Arrowhead Head Start Policy Council

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