ATTENDANCE:
Ami Keene Chairperson
Amanda Weisinger Ely Center
Lisa Mount Mesabi East Center
Susan Lehto Virginia III Combination Option/Vice Chairperson-Parliamentarian
Megan Skalsky Hibbing EHS Home Base and West Range EHS Home Base
Jaclyn Tague Quad EHS Home Base/East Range EHS Home Base/Northern Tier EHS Home Base/SPA Alternate
Isabelle Westman Community Representative – Representative from AEOA Board
Janell Wilson Community Representative – Carry-Over Parent
Bo Jaxon Parent Advisor
Norman “Skip” Ferris III Head Start Director
Marlene Paavola Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
Babbitt Combination Option Mt. Iron-Buhl Center
Chisholm I Center Two Harbors Combination Option
Chisholm II Center/Secretary Virginia I Center
Eveleth-Gilbert I Center Virginia II Center
Eveleth-Gilbert II Center Virginia Infant/Toddler I and II Centers
HAP I Center Hibbing A and Hibbing C Family Child Care/Representative
HAP II Combination Option to AEOA Board
Hibbing I Center Lake County EHS Home Base/Grand Marais FCC Combo
Hibbing II Center Hermantown EHS Home Base/Hermantown FCC
Hibbing III Center

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Chairperson Ami Keene at 10:20 a.m. on Thursday, June 2, 2011, 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 of which seven (7) were voting members. A quorum was established.

III. CORRECTION/APPROVAL OF MAY 12, 2011 POLICY COUNCIL MINUTES: Lisa Mount moved to approve the May, 12, 2011 Policy Council Minutes as written, supported by Janell Wilson. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: None.

V. CORRESPONDENCE: None.
VI. REPORTS:

A. DIRECTOR REPORT: Norman “Skip” Ferris presented the Director Report.

STATE LEGISLATIVE UPDATE: Governor Dayton vetoed the Education Bill because there was no money for Early Childhood Education. He is planning to create an Office of Early Learning. There may be a possible state government shutdown on July 1, 2011, if budget issues are not resolved. This would immediately affect our Family Child Care providers. If the shutdown lasts into September, all our programs funded with state funds will be affected (Eveleth-Gilbert I and II Centers, Grand Marais Family Child Care Combo, Hermantown Family Child Care, Hibbing A Child Care Partnership, Virginia Family Child Care, and four (4) families in Quad Early Head Start Home Base). Policy Council members were encouraged to continue to contact legislators at the state level to remind them to continue supporting Head Start.

CHILDREN’S DENTAL SERVICE: Eleven (11) children at Mt. Iron-Buhl and Hibbing classrooms were examined on April 26, 2011, by the Children’s Dental Service.

MONTHLY ON-GOING MONITORING PROGRESS REPORT: The Monthly On-Going Monitoring Progress Report for April through May, 2011, included in the Policy Council folder handout was highlighted.

Body Mass Index (BMI) graphs the child’s height and weight (if over age 3) by calculating the child’s age, height and weight to determine whether a person could have a health risk for being overweight. A child with a BMI over the 95th percentile is considered overweight. Out of 324 children, there are 56 children over the 95th percentile (17% of enrollment), and 25 children over the 99th percentile (8% of enrollment). As approved by the Health Advisory Committee, a letter is sent to parents with ideas to help families provide good nutrition and exercise. Isabelle Westman asked if the numbers have progressed over the last 10 years. Norman “Skip” Ferris will check with Health Manager Chuck Neil to see how the numbers have progressed over the last 10 years. A report will be available for the next Policy Council meeting.

OFFICE OF HEAD START REGION V AND VII EARLY HEAD START EXPANSION MEETING: Norman “Skip” Ferris, Debra Fisher, and Marlene Paavola attend the Office of Head Start Region V and VII Early Head Start Expansion Meeting in Chicago on May 17-19, 2011. This meeting went through the processes for Early Head Start Expansions to close-out ARRA and the grant process to make the expansion as a permanent part of our base grant. The meeting highlights included how lucky we are to have our funding/expansion; using data to drive decisions; important to work with our communities in partnerships; be a leader for the children; grant application expectations; and fiscal.

TRANSPORTATION: Arrowhead Transit is anticipating a 30% cut to their funding. They are no longer able to provide daily transportation to all Head Start sites. They will only be able to provide transportation services to areas that we are able to pay for. Daily transportation will no longer be provided to all Head Start sites. Based on our data and the areas of biggest need, a decision has been made to continue providing daily transportation in Hibbing, Virginia, Eveleth-Gilbert, and Mesabi East for next year. We still have to talk to Transit. Changes can be made if funding for Transit changes.

Janell Wilson moved to accept the Director Report, supported by Jaclyn Tague. Motion carried unanimously.

**FY 2011 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $1,248,952 is for the period of April 1, 2011, through March 31, 2012. Only 60% of the FY 2011 Federal Head Start Grant has been approved. The Current Actual Expenditures are $83,837.82; YTD Actual Expenditures are $83,837.82; YTD Encumbrance is $0; and the Balance is $1,165,114.18. The spending of this grant is on target with our planned expenditures and projections.

**FY 2011 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $339,474 is for the period of April 1, 2011, through March 31, 2012. Only 60% of the FY 2011 Federal Early Head Start Grant has been approved. The Current Actual Expenditures are $16,849.05; YTD Actual Expenditures are $16,849.05; YTD Encumbrance is $0; and the Balance is $322,624.95. The spending of this grant is on target with our planned expenditures and projections.

**FY 2010 FEDERAL EARLY HEAD START ARRA EXPANSION GRANT:** This grant in the amount of $368,692 is for the period from September 30, 2010, through September 29, 2011. The Current Actual Expenditures are $14,418.54; YTD Actual Expenditures are $154,477.06; YTD Encumbrance is $0; and the Balance is $214,214.94. The spending of this grant is on target with our planned expenditures and projections. We are anticipating a $0 balance.

**SFY 2011 MN HEAD START GRANT:** This grant in the amount of $556,144 is for the period from July 1, 2010, through June 30, 2011. The Current Actual Expenditures are $78,414.86; YTD Actual Expenditures are $397,120.33; YTD Encumbrance is $4,548.89; and the Balance is $154,474.78. The Balance is $154,474.78. The spending of this grant is on target with our planned expenditures and projections. We are anticipating a $0 balance.

**PIRC GRANT:** This grant in the amount of $19,000 is for the period from October 1, 2010, through September 30, 2011. The Current Actual Expenditures are $1,567.22; YTD Actual Expenditures are $8,114.64; YTD Encumbrance is $0; and the Balance is $10,885.36. The spending of this grant is on target with our planned expenditures and projections. This grant will not be renewed.

*Jaclyn Tague moved to accept the Financial Report, supported by Susan Lehto. Motion carried unanimously.*

C. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden reviewed the Recruitment Eligibility Report for the End of May included in the Policy folder handout. The sites approved at the last Policy Council meeting were reviewed. Based on the number of eligible applications, it is recommended that the following sites be approved for the 2011-2012 program year: Chisholm Combination Option, Hibbing IV Center, Mesabi East Center, Mt. Iron-Buhl Combination Option, and a half-time Hibbing Early Head Start Home Base. Policy Council members discussed the recommendation. Norman “Skip” Ferris added that we are serving the areas where there is the greatest need.

*Amanda Weisinger moved to approve the recommended sites as discussed for the 2011-2012 program year based on the number of eligible applications, supported by Jaclyn Tague.*
Motion carried unanimously. Janell Wilson moved to approve the Community Relations Manager Report, supported by Susan Lehto. Motion carried.

D. **AEOA BOARD OF DIRECTORS EXECUTIVE COMMITTEE REPORT:** Isabelle Westman reported on the AEOA Board of Directors Executive Committee Meeting held on May 18, 2011. There was discussion on a policy for AEOA employees running for public office. AEOA discussed entertaining an early retirement packages. The next AEOA Board Meeting is scheduled for June 15, 2011. Janell Wilson moved to accept the AEOA Board of Directors Executive Committee Report, supported by Jaclyn Tague. Motion carried unanimously.

E. **EARLY CHILDHOOD AND FAMILY ADVISORY SUB-COMMITTEE REPORT:** Norman “Skip” Ferris reported that we do not have any minutes from the Early Childhood and Family Advisory Sub-Committee Meeting held on May 12, 2011. Bo Jaxon and Jaclyn Tague reported that the Committee reviewed and discussed the Family Partnership Agreement. The Family Partnership Agreement was revised to be more family focused and provide better choices for families to use. Janell Wilson moved to accept the Early Childhood and Family Advisory Sub-Committee Report, supported by Susan Lehto. Motion carried unanimously.

F. **PARENT/COMMUNITY REPRESENTATIVE REPORTS:**

**ELY:** Amanda Weisinger reported on graduation at their site. She suggested that time be allowed for pictures next year.

**MESABI EAST CENTER:** Lisa Mount reported on graduation at their site.

**BABBITT COMBINATION OPTION:** Ami Keene reported on their site graduation at Timber Hall in Embarrass.

**VIRGINIA II CENTER:** Bo Jaxon reported on graduation at their site. The children sang songs. Someone read a letter on Bo being a good advocate for Head Start.

**EAST RANGE EHS HOME BASE:** Jaclyn Tague reported on their visit to a Head Start classroom. They went to Mr. Jim’s Concert at the Merritt School for their socialization.

VII. **OLD BUSINESS:**

A. **SITE SELECTION, CREATION AND CLOSURE POLICY AND PROCEDURE:** Norman “Skip” Ferris reported that the Site Selection, Creation and Closure Policy and Procedure will provide assistance with site changes. The current policy is when a site is closed, that staff is permanently laid off. The Site Selection, Creation and Closure Policy and Procedure Draft included in the Policy Council folder handout was reviewed and explained. We worked with AEOA Human Resources and the Agency attorney in developing this Policy. The Policy will provide guidance and consistency for families and staff when Head Start sites are selected, created or closed, including transfer options for regular, non-probationary employees based on seniority, performance and qualifications. Policy Council members discussed the Site Selection, Creation and Closure Policy and Procedure. Janell Wilson moved to approve the Site Selection, Creation and Closure Policy and Procedure, supported by Susan Lehto. Motion carried unanimously.

B. **2010 3rd QUARTER HEAD START STRATEGIC ACTION PLAN REPORT:** Norman “Skip” Ferris reviewed the updates to the 2010 3rd Quarter Head Start Strategic Action Plan Report included in the Policy Council folder handout. Janell Wilson moved to approve the 2010 3rd Quarter
Head Start Strategic Action Plan Report, supported by Amanda Weisinger. Motion carried unanimously.

C. SPA ALTERNATE ELECTION: Norman “Skip” Ferris pointed out that Jaclyn Tague and Megan Skalsky are eligible for the SPA Alternate position. Amanda Weisinger is not eligible for this position, as she will not have a child in Head Start next year. Norman “Skip” Ferris explained the SPA Alternate position. This person attends the Minnesota Head Start Association (MHSA) meetings as a non-voting member to learn about the SPA position then is in line to become the SPA Representative. The SPA Alternate position will run through December, 2011. Amanda Weisinger nominated Jaclyn Tague, supported by Susan Lehto. There were no other nominations. Janell Wilson moved to close nominations, supported by Susan Lehto. Motion carried unanimously. Amanda Weisinger moved to cast a unanimous ballot for Jaclyn Tague for the SPA Alternate position, supported by Susan Lehto. Motion carried unanimously. Jaclyn Tague was elected SPA Alternate.

D. 2011 HEAD START STRATEGIC PLANNING: Norman “Skip” Ferris reported that he is still working on the 2011 Head Start Strategic Action Plan.

E. PROGRAM SELF-ASSESSMENT: Norman “Skip” Ferris reported that he is still working on the Program Self-Assessment Report.


G. NATIONAL HEAD START ASSOCIATION (NHSA) SCHOLARSHIPS AND AWARDS: Norman “Skip” Ferris report that Bo Jaxon has been nominated for the Beating the Odds Parent Award. Her application was submitted. Norman “Skip” Ferris will check on the deadline for Teacher of the Year Award for Doris Holstrom. Tracie Wilcox, Early Head Start Health Educator, has been nominated by her supervisor for a Head Start Staff, Higher Education Scholarship.

H. 2010-2011 POLICY COUNCIL RECOGNITION: Norman “Skip” Ferris reported that the 2010-2011 Policy Council Recognition is scheduled for August 11, 2011, at AEOA in Virginia, Minnesota. 2010-2011 Policy Council members will be recognized for their work on the Policy Council. Policy Council members discussed lunch ideas. It was decided to have Chinese with an alternate build a sandwich and salad for lunch.

VIII. NEW BUSINESS:
A. SFY 2012 MINNESOTA HEAD START GRANT APPLICATION: Norman “Skip” Ferris reported that the Arrowhead Head Start Policy Council Grant Committee reviewed and approved the SFY 2012 Minnesota Head Start Grant Application at the Grant Committee meeting held prior to the Policy Council meeting. The SFY 2012 Minnesota Head Start Grant Application is due June 8, 2011. Our SFY 2012 Minnesota Head Start Grant allocation is $552,526 which is $3,618 less than last year. There are no site changes. Based on our Federal Cost Per Child we will be serving two (2) less children. The Policy Council Grant Committee recommends approval of the SFY 2012 Minnesota Head Start Grant Application in the amount of $552,526 to serve 58 Regular Head Start children and 9 Early Head Start children. Policy Council members discussed the SFY 2012 Minnesota Head Start Grant Application. Janell Wilson moved to approve the SFY 2012 Minnesota Head Start Grant Application in the amount of $552,526 to serve 58 Regular Head Start children and 9 Early Head Start children, supported by Jaclyn Tague. Motion carried unanimously.
B. **FY 2011 FEDERAL EARLY HEAD START EXPANSION SUPPLEMENTAL GRANT APPLICATION:** Norman “Skip” Ferris reported that the Arrowhead Head Start Grant Committee reviewed and approved the FY 2011 Federal Early Head Start Expansion Supplemental Grant Application at the Grant Committee meeting held prior to the Policy Council meeting. The FY 2011 Federal Early Head Start Expansion Supplemental Grant Application is due June 30, 2011. This is a six (6) month renewal of the ARRA Expansion Grant from September 30, 2011, through March 31, 2012. This funding will become a permanent part of our base grant. Norman “Skip” Ferris anticipates the other six (6) months of funding will be available and will be included in our full grant application for FY 2012 in December. We will continue with the same sites and programming with the FY 2011 Federal Early Head Start Expansion Supplemental Grant. The Policy Council Grant Committee recommends approval of the FY 2011 Federal Early Head Start Expansion Supplemental Grant Application in the amount of $179,957. The only change is that the Mental Health Consultant will now expand to be available to all of our Early Head Start families as needed. Policy Council members discussed the FY 2011 Federal Early Head Start Expansion Supplemental Grant Application. **Janell Wilson moved to approve the FY 2011 Federal Early Head Start Expansion Supplemental Grant Application in the amount of $179,957, supported by Amanda Weisinger. Motion carried unanimously.**

C. **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported that the next Policy Council Meeting is scheduled for August 11, 2011, at AEOA in Virginia. The September Policy Council Meeting is scheduled for September 8, 2011. The 2011-2012 Policy Council Orientation is scheduled for October 13, 2011. Policy Council members are to bring theme ideas for the 2011-2012 Policy Council Orientation to the August Policy Council meeting.

IX. **MISCELLANEOUS DISCUSSION:**

**END OF YEAR COR SITE PLANNING AND GOAL SETTING SUMMARY:** Norman “Skip” Ferris distributed and reviewed the End of Year COR Site Planning and Goal Setting Summary. This report will be attached to the AEOA Board of Directors Report. The top three (3) group ideas are:

- Language and Literacy
- Sounds (rhymes)
- Language and Literacy
- Letter Names and Sounds
- Social Relations
- Problem Solving

This report includes a summary of strategies that were helpful in meeting goals; list of any unmet goals (group or individual) and reason; summary of requests for materials from the site summaries; Program Manager recommendations (trainers, activities, equipment).

X. **ADJOURNMENT:** **Amanda Weisinger moved to adjourn the meeting, supported by Susan Lehto. Motion carried unanimously.** Meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Marlene Paavola, Acting Secretary
Arrowhead Head Start Policy Council

---

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