The Policy Council meeting was held on June 10, 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 Hinchliffe, Chairperson at 9:30 a.m. on Wednesday, June 10, 2015.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 10 members present. A quorum was established.

III. **CORRECTION/APPROVAL OF May 6, 2015 POLICY COUNCIL MINUTES:** None. Jenna Johnston moved to approve the May 6, 2015 Policy Council Minutes as written, supported by Amber Redinger. Motion carried unanimously.

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Remove Policy Council By-Laws under OLD BUSINESS. This was part of last month’s agenda. Amber Redinger moved to remove Policy Council By-Laws under OLD BUSINESS, supported by Jenna Johnston. Motion carried unanimously.

V. **CORRESPONDENCE:** Skip passed around Thank You cards from site classrooms for the Parent Activity Fund dollars.

VI. **REPORTS:**
   A. **DIRECTOR’S REPORT:** Norman “Skip” Ferris III presented the Directors Report. Governor Dayton vetoed the Education Bill a couple of weeks ago. There will be no universal pre-k. Governor Dayton and the House Speaker Daudt reached an agreement on a new E-12 funding bill. Early Learning Scholarships would receive $48.25 million (this brings the total to over $100 million, allowing the state to serve 20,000 low-income 3 & 4 year olds). School Readiness would receive $30.75 million. Parent Aware would receive $3.5 Million. Head Start would receive $10 million biennium ($5 million per year). Northside Achievement Zone would receive $2 million and the St. Paul Promise Neighborhood would receive 2 million. This possible funding is on top of an additional $10 million in child care assistance recently passed in the Health & Human Services bill. A special session could take place within the next week to vote on this bill. If the bill is not passed there is a good possibility of a state shutdown with the Minnesota Department of Education (MDE). On the Federal side, Head Start has begun working on the Reauthorization. No news on the Federal budget yet. Skip presented the COR Advantage Site Planning and Goal Setting Summary for EHS to members. Members were encouraged to read the whole report and come back with any questions. June 21st is “Celebrate National ASK Day.” This day represents “Is There an Unlocked Gun Where My Child Plays?” Parents are encouraged to participate. Jenna Johnston moved to accept the Director’s Report, supported by Geramy Arntson. Motion carried unanimously.
A. **FINANCIAL REPORT:** Skip presented the Financial Report.

**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 $30,550.33; the YTD Expenditures are $457,926.79; YTD Encumbrance is $0.00; and the Balance is $33,221.21. 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 $169,931.31; the YTD Actual Expenditures are $353,506.65; the YTD Encumbrance is $0.00; and the Balance is $1,672,680.35. 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 $78,628.08; the YTD Actual Expenditures are $146,094.25; YTD Encumbrance $0.00 and the Balance is $908,604.75. Spending of this grant is on target with our planned expenditures and projections.

A final closeout fiscal report for FY 2014 will be presented at the August Policy Council meeting.

**CREDIT CARD REPORT:** Skip presented the credit card report. Credit card expenditures and payments were reviewed. **Amber Redinger moved to accept the Financial Reports, supported by Jenna Johnston. Motion carried unanimously.**

B. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden presented members with a site approval plan. The following sites were submitted: Centers: Babbitt, Chisholm I, Ely, EG, Hap I & II, Hibbing I, II, III, & IV, Mesabi East, Virginia I & II. Combos: Chisholm II, MIB, Two Harbors, and Virginia III. PSHB I & II. EHS: CHIC, East Range, Hermantown, Hibbing, Lake County, Northern, Quad I & II, West Range and VTC. Sites not listed are still recruiting children. They will be submitted for approval at the next Policy Council meeting. **Amber Redinger moved to accept the sites the Community Relations Manager submitted, supported by Amber Skinner. Motion carried unanimously.**

C. **AEOA EXECUTIVE COMMITTEE MEETINGS-MAY 20, 2015** Skip reported that the severance retirement package that was originally submitted was rescinded. The current proposal will be strictly for the Executive Director. AEOA is looking at
hiring a consultant to help hire a replacement for the current Executive Director. A Cost of Living Adjustment was also discussed. It is 1 ½% and it will go to the Board of Directors for approval next week. **Jenna Johnston moved to accept the AEOA Executive Committee Meeting Report, supported by Geramy Arntson. Motion carried unanimously.**

VII. **OLD BUSINESS:**

A. **POLICY COUNCIL BY-LAWS** - By-laws are being changed to a new meeting schedule. The meetings will be held every other month with the Policy Council Orientation being held in November. The change is under 4.7 Meetings on page 6. Newly elected officers will officially take office at the February Policy Council meeting. This is the 2nd approval required to change the by-laws. **Geramy Arntson moved to accept the change to the Policy Council By-laws, supported by Jenna Johnston. Motion carried unanimously.**

B. **FY 2016 HEAD START FUNDING APPLICATION UPDATE:** Skip informed members that the application has been submitted. The cost per child was increased due to changes made in our DRS application that were approved and we will be serving 2 less children funded through State Head Start.

C. **EHS/CHILD CARE PARTNERSHIP GRANT UPDATE:** Skip reported that the project with the Steve O'Neil apartments in Duluth may be changing. CHUM doesn’t really want to operate a child care center and prefers someone else do this. There are also some facility issues. We may look into working through our regular funding with families at the Steve O’Neil apartments. This could change our current partnership agreement. Skip is looking into other options at this time and will update members as information is received.

D. **STATE EARLY CHILDHOOD BONDING FUNDING APPLICATION** - Skip reported that the ground breaking ceremony was held last week. He was proud to be a part of it. Skip has been working on this project for a long time. The project will be completed in the fall of 2016.

E. **SCHOOL READINESS:** Skip informed members that Kelly Hill and Barb Fedora will be sharing the updated School Readiness goals and assessments with Policy Council members at a future meeting. Kristine Norberg will be coaching and mentoring our teachers next year.

F. **PARENT FAMILY COMMUNITY ENGAGEMENT (PCFE):** We are still working on our goals.

VIII. **NEW BUSINESS:**

G. **POLICY COUNCIL MEETING SCHEDULE (NEXT MEETING AUGUST 12, 2015)**

**POLICY COUNCIL RECOGNITION:** Members were encouraged to come up with
ideas for our next meeting. Skip and Tracy will gather ideas and send it out to members. The most popular one picked by members will be our Policy Council recognition meeting.

D. PARENT/COMMUNITY REPRESENTATIVE REPORTS- None

F. POLICY COUNCIL MEETING Wednesday, June 10, 2015; August 12, 2015- The meeting will be held contingent on the most popular choice picked by members and it will be held 9:30 a.m. to 1:00 p.m.

IX. MISCELLANEOUS DISCUSSION: The Quad I & II Policy Council Representative has had 4 unexcused absences. Jenna Johnston moved to replace the Quad I & II representative, supported by Amber Redinger. Motion carried unanimously. Our Policy Council has a current opening for the Secretary’s position. Jenna Johnston nominated Janet Burke for Secretary supported by Angie Pike. Jenna Johnston made a motion to close and cast a unanimous ballot supported by Amber Skinner.

X. ADJOURNMENT: Amber Redinger moved to adjourn the meeting, supported by amber Skinner. Motion carried unanimously. The meeting was adjourned at 10:54 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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