PRESENT:
Amber Skinner          Hermantown EHS & Lake County
Bailey Pommier        Quad EHS HB & East Range EHS HB
Bob Larkin            Representative from AEOA Board
Jenna Johnston        Two Harbors Center
Jessie Sandnas        Eveleth-Gilbert Center
Kris Edstrom          Acting Chairperson-Mesabi East Center
Mary Wentland         Carry Over Parent
Meggin McLean         Hibbing I Center
Norman “Skip” Ferris III Head Start Director
Tracy Sandnas         Head Start Finance & Administrative Assistant

SITES NOT REPRESENTED OR EXCUSED:
Babbitt Combination Center-Open
Carry Over Parent-Ramona Vitali
Carry Over Parent-Hershelee Morton
Chisholm
Community Representative-United Way-Excused
Ely Center-Excused
Hermantown & Proctor I Center
Hermantown & Proctor II Center-Excused
Hibbing III
Hibbing II-Open
Hibbing IV Center
Kristen Gustafson-Chairperson-Excused
Mt. Iron-Buhl Combination-Excused
Northern Tier EHS/CHIC EHS HB-Open
Virginia I
Virginia II Center-Excused
Virginia III
Virginia Toddler Center-Excused
I. **CALL TO ORDER:** The Arrowhead Head Start Policy Council Meeting was called to order by Kris Edstrom, acting Chairperson, at 9:35 a.m. on Wednesday, June 11, 2014, at AEOA Virginia, MN in Conference Room 2.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 7 members present. Policy Council By-Laws 4.7(f) were used to conduct business with present members. Jenna Johnston moved to conduct business with present members, supported by Jessie Sandnas. Motion carried unanimously.

III. **CORRECTION/APPROVAL OF May 7, 2014 POLICY COUNCIL MINUTES:** A correction was made to add SFY 2015 State Funding Application under New Business. Jessie Sandnas moved to approve the May 7, 2014 Policy Council Minutes as written, supported by Jenna Johnston. Motion carried unanimously.

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Bus transportation waivers were added under new business. **CORRECTION/ADDITIONS TO AGENDA:** Jenna Johnston moved to approve the additions to the agenda, supported by Meggin McLean. Motion carried unanimously.

V. **CORRESPONDENCE:** None

VI. **REPORTS:**
A. **DIRECTOR’S REPORT:** Norman “Skip” Ferris III presented the Directors Report. Skip passed out MN Zoo tickets that were donated to the agency. Early childhood bonding money is going to be available for pre-k facilities. The applications will most likely come out in early fall through the Office of Economic Opportunity. There will be additional scholarship dollars added to allow families to get into Parent Aware rated programs. AEOA/RMH received 3 million dollars in bonding money towards our new building. Skip and Kelly Hill went to Duluth to inquire about child care partnerships in Duluth and our local areas for the Early Head Start(EHS)/Child Care Partnership funding available. The Head Start vans and playground equipment purchases were approved by the state. Skip summarized the school readiness outcomes and areas of achievement as well as the CLASS data program averages. Skip passed a sign-up sheet around to be a part of the interview panel for the new EHS Home Base position. A discussion was held on the Family Engagement questionnaire that was mailed to Policy Council parents. Suggestions were taken into consideration and a survey will be mailed out to parents for transportation needs. Jessie Sandnas moved to accept the Director’s Report, supported by Jenna Johnston. Motion carried unanimously. Amber Skinner arrived during the Director’s report. A quorum was established.

**FY 2013 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of 2,458,663 is for the period from April 1, 2013, through June 30, 2014. The Current Period Actual Expenditures are $299,597.15; the YTD Actual Expenditures are $2,387,509.85; the YTD Encumbrance is $53,311.00; and the Balance is $17,842.15. Spending of this grant is on target with our planned expenditures and projections. This budget was extended by the Office of Head Start due to our program in Cohort 2 of DRS.

**FY 2013 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $1,170,986.00 is for the period from April 1, 2013, through June 30, 2014. The Current Period Actual Expenditures are $96,814.32; the YTD Actual Expenditures are $1,025,076.75; YTD Encumbrance $17,006.56 and the Balance is $128,902.69. Spending of this grant is on target with our planned expenditures and projections. This budget was extended by the Office of Head Start due to our program in Cohort 2 of DRS.

**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 $81,472.82; the YTD Expenditures are $417,836.22; and the Balance is $12,741.92. 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. **Meggin McLean moved to accept the Financial Reports, supported by Jenna Johnston. Motion carried unanimously.**

C. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden gave his recruitment report and explained the process to members on the sites that need approval. **Meggin McLean moved to accept the sites presented, supported by Jenna Johnston. Motion carried unanimously.** A discussion was held on the possibility of a future center in Silver Bay. **Jenna Johnston moved to accept the Community Relations Report, supported by Jessie Johnston. Motion carried unanimously.**

D. **AEOA BOARD OF DIRECTORS REPORT:** Skip presented a summary of the meeting held May 21, 2014. The Board approved the MN grant application. The Cost of Living Allowance and the Sequester was also approved. **Jenna Johnston moved**
to accept the AEOA Board of Directors Report, supported by Jessie Sandnas. Motion carried unanimously.

E. **MHSA (MINNESOTA HEAD START ASSOCIATION) MEETING May 13, 2014:** Skip reported that one big issue around the triennial reviews is that some programs are being held to the 45 day requirement for dental exams. This was only done for medicals. The big issue in the state legislative session was more money for early childhood programs. An award will be established in memory of Aubry Prickett from PICA. **Jessie Sandnas moved to accept the MHSA report, supported by Jenna Johnston. Motion carried unanimously.**

F. **PARENT/COMMUNITY REPRESENTATIVE REPORTS:**
   Hermantown EHS & Lake County EHS HB-The class went on a picnic at AEOA and planted flowers and basil in pots.

VII. **OLD BUSINESS:**
   A. **DRS (Re-Competition) Update:** No updates at this time.

   B. **SEQUESTRATION/COST OF LIVING ADJUSTMENT (COLA) APPLICATION:** Skip reported that the application was submitted.

   C. **STATE HEAD START FUNDING APPLICATION AMMENDMENT:** Skip reported that the application was approved by the state.

   D. **CACFP REVIEW:** Skip reported that we received a letter and we passed our review.

   E. **PARENT ACTIVITY FUND:** Skip passed the Thank You’s and Emails sent in from Head Start classrooms for members to read.

   F. **SCHOOL READINESS:** Skip reported that we are working on our school readiness goals to include the COR Advantage.

   G. **PARENT FAMILY COMMUNITY ENGAGEMENT (PFCE):** Skip reported that we are still establishing our goals and outcomes for this fall.

VIII. **NEW BUSINESS:**
   A. **TRANSPORTATION WAIVERS-** Skip presented the waiver for Chisholm. The waiver will accommodate up to 20 children for transportation both ways. **Jessie Sandnas moved to accept the Chisholm Transportation Waiver, supported by**
Jenna Johnston. **Motion carried unanimously.** Skip presented the waiver for Babbitt. The waiver will accommodate 12 children for transportation both ways for exclusively 4 year olds. **Jenna Johnston moved to accept the Babbitt Transportation Waiver, supported by Jessie Sandnas.** Motion carried unanimously.

B. **POLICY COUNCIL RECOGNITION:** Skip let members know that we will be recognizing them at our August 12, 2014 meeting with a luncheon.

C. **FALL POLICY COUNCIL ORIENTATION:** Skip asked members to start thinking about a theme for the orientation. We will discuss this more at our August 12, 2014 meeting.

D. **NEXT POLICY COUNCIL MEETING Tuesday, August 12, 2014:** The meeting will be held at AEOA in conference room 2 in the basement from 9:30 a.m. to noon.

E. **NEW EMPLOYEE RECOMMENDATIONS:** Skip announced the three new Support Specialists. Barb Partika was recommended for the position. **Jenna Johnston moved to accept the hiring of Barb Partika, supported by Meggin McLean. Motion carried unanimously.** Carol Haasl was recommended for the position. **Jessie Sandnas moved to accept the hiring of Carol Haasl, supported by Jenna Johnston. Motion carried unanimously.** Amanda Gwash was recommended for the position. **Meggin McLean moved to accept the hiring of Amanda Gwash, supported by Jessie Sandnas. Motion carried unanimously.**

IX. **MISCELLANEOUS DISCUSSION:** None

X. **ADJOURNMENT:** **Meggin McLean moved to adjourn the meeting, supported by Jessie Sandnas. Motion carried unanimously.** The meeting was adjourned at 11:35 a.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