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

ARROWHEAD HEAD START POLICY COUNCIL MINUTES
June 12, 2013

ATTENDANCE:
Sasha Dahl                  Chairperson
Doreen Simone              Hibbing III Center
Melissa Seither-Keast      Eveleth Gilbert II Center
Joe Paschke                Virginia I Center
Lisa Lee                   Hap II Combination
Kristin Gustafson          Virginia III Combination Option
Bob Larkin                 Community Representative from AEOA Board
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
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
Alyssa Kotnik              Quad EHS Home Base & East Range EHS Home Base
Candace Hammack            Hibbing IV Center/Representative to AEOA Board of Directors
Jackie Jordon              Two Harbors Combination Option
Hershelee Morton           Mt. Iron Buhl Combination Option
Mary Wentland              Hibbing I & West Range EHS Home Base-(Excused)
Joetta Auel                Eveleth-Gilbert I

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, June 12, 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 six (6) members present. Policy Council By-Laws 4.7(f) were used to conduct business with present members. Kristin Gustafson moved to conduct business with present members, supported by Doreen Simone. Motion carried unanimously.

III. CORRECTION/APPROVAL OF May 1, 2013 POLICY COUNCIL MINUTES:  No corrections were made. Kristin Gustafson moved to approve the May 1, 2013 Policy Council Minutes, supported by Doreen Simone. Motion carried unanimously.
IV.  CORRECTIONS/ADDITIONS TO AGENDA: None

V.  CORRESPONDENCE: None

VII. REPORTS:
A.  DIRECTOR REPORT: Norman “Skip” Ferris III presented the Director’s report. Skip presented letters from the Office of Head Start in reference to Improving Father Engagement in Head Start and Early Head Start and the Evaluation of the Head Start Designation Renewal System. Skip summarized the end of the year Child Observation Record (COR) reports. End of the year dental statistics showed 332 exams completed, 101 needed dental treatment and 80 children received treatment. Head Start performance standards require that 10% of our enrollments are children with diagnosed disabilities. Currently, we have 23.4% of the children enrolled in Head Start that have a diagnosed disability, and 25.8% of the total enrolled and dropped children had a diagnosed disability. Of these, only 10 (out of 107) children did not meet the income guidelines for Head Start. The April and May CACFP (Child and Adult Care Food Program) totals were reported: In April, we received a reimbursement of $18,827.58 for 3478 Breakfasts, 3504 Lunches, and 655 Snacks. In May, we received a reimbursement of $10825.42 for 2110 Breakfasts, 2333 Lunches, and 451 Snacks. Doreen Simone moved to accept the Director’s Report, supported by Melissa Siether-Kiest. Motion carried unanimously.


FY 2013 FEDERAL PRESCHOOL HEAD START GRANT: This grant in the amount of $2,107,044 is for the period from April 1, 2013, through March 31, 2014. The Current Period Actual Expenditures are $215,580.54; the YTD Actual Expenditures are $299,302.42; the YTD Encumbrance is 0.00; and the Balance is $1,630,745.58. The 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 $935,418 is for the period from April 1, 2013, through March 31, 2014. The Current Period Actual Expenditures are $78,375.18; the YTD Actual Expenditures are $112,485.36; the YTD Encumbrance is $0.00 and the Balance is $824,378.67. 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 $106,669.46; the YTD Expenditures are $425,461.13; the YTD Encumbrance is $540.60, and the Balance is $72,649.27. The spending of this grant is on target with our planned expenditures and projections. Doreen Simone moved to accept the Financial Report, supported by Kristin Gustafson. Motion carried unanimously.
C. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden presented the May Recruitment and Eligibility Report. Enrollment is on target for all sites except Eveleth – Gilbert I and Hibbing A. These sites were recommended to the Policy Council for elimination due to the sequestration cuts and enrollment issues. Jerry recommended that all other sites be approved for the fall of 2013. Kristin Gustafson moved to accept the Eveleth-Gilbert I and Hibbing A elimination, and approval of all other sites for the 2013-2014 school year, supported by Missy Siether-Keast. Motion carried unanimously. Kristin Gustafson moved to accept the Community Relations Manager’s Report, supported by Missy Siether-Keast. Motion carried unanimously.

D. EARLY CHILDHOOD & FAMILY ADVISORY COMMITTEE REPORT: Skip asked Policy Council Members to read the March and May minutes in the folders on their own. The following policy updates were presented for approval; Setting up the Physical Environment, Curriculum Planning, Home Visits-Parent Conferences, Developmentally Appropriate Materials, Equipment, Activities, Use of Media, Supporting Anti-Bias Development in Children, Child Guidance/Classroom Management/Conflict Resolution, On-going Assessment, Daily Schedule, Developing Cognitive and Language Skills, and Center Base Substitute Policy. Lisa Lee requested that the On-going Assessment be re-visited in the fall. Service Plan updates are adding new terminology of school readiness and then CLASS, PQA, and TPOT as evaluation measures. The Early Childhood and Family Advisory Committee worked on the policy and service plan changes and recommends approval by the fall Policy Council. Kristin Gustafson moved to accept the Policy Updates but to revisit On-going Assessment in the fall, supported by Lisa Lee. Motion carried unanimously. Kristin Gustafson moved to accept the approved service plans, supported by Lisa Lee. Motion carried unanimously. The program managers will be invited to the August Policy Council meeting to discuss High Scope and COR.

E. MHSA Report: Skip summarized the MSHA meeting on May 13, 2013. The next meeting will be in October. Kristin Gustafson moved to accept the MHSA Report, supported by Kristin Gustafson. Motion carried unanimously.

F. AEOA Executive Committee Report: Skip reported the committee approved our sequester plan and the MN Grant application. Jerry Crittenden represented Head Start at this meeting. Missy Siether-Keast moved to accept the AEOA Executive Committee Report, supported by Kristin Gustafson. Motion carried unanimously.

H. PARENT/COMMUNITY REPRESENTATIVE REPORTS

HIBBING III CENTER: Doreen Simone reported they had a mini obstacle course to promote socialization.
VII. OLD BUSINESS:

A. FEDERAL SEQUESTER: Skip presented the Sequestration updates.

B. SFY 2014 FUNDING APPLICATION AMMENDMENT: Skip read the changes. Kristin Gustafson moved to approve the Funding Application Amendment, supported by Doreen Simone. Motion carried unanimously.

C. SERVICE PLANS (MENTAL HEALTH & DISABILITIES): The changes made were handed out and discussed. The Mental Health and Disabilities committee worked on and approved the service plans and recommends full Policy Council approval. Kristin Gustafson moved to approve the Mental Health and Disabilities Service Plans, supported by Missy Seither-Keast. Motion carried unanimously.

D. RE-COMPETITION UPDATE: Skip reported that our application is not on the list yet. We are still waiting for notice. The notice for 23 programs on June 5, 2013 was still from the 1st Cohort. Our program is in the 2nd Cohort.

E. PARENT ACTIVITY FUND: There were a couple more sites that shared their activities with the Policy Council.

F. SCHOOL READINESS: Skip has a conference call Thursday morning June 13, 2013 with the Regional Office. We have also begun working on changes to our school readiness goals to meet the new COR Advantage planned for implementation in the fall of 2014.

G. PARENT FAMILY COMMUNITY ENGAGEMENT- We completed the ISPP (Integrated Strategies for Program Progress) and we are using this information to help us establish our goals in Parent, Family and Community Engagement. We also continue to work with our TA Specialist.

VIII. NEW BUSINESS:

A. 2012 3RD QUARTER HEAD START STRATEGIC ACTION PLAN REPORT: Skip read the report. The actual results and comments are in red. Kristin Gustafson moved to approve the Strategic and Action Plan Report supported by Missy Seither-Keast. Motion carried unanimously.

B. 2012-2013 Policy Council Recognition: A lunch and recognition is planned for the August 14, 2013 meeting.

C. POLICY COUNCIL MEETING SCHEDULE: Skip reported that the next Policy Council meeting is scheduled for Wednesday August 14, 2013, from 9:30 a.m. to 12:00 p.m.

IX. MISCELLANEOUS DISCUSSION: None.

X. ADJOURNMENT: Kristin Gustafson moved to adjourn the meeting, supported by Doreen Simone. Motion carried unanimously. The meeting was adjourned at 11:55 p.m.
Respectfully submitted,

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Tracy Sandnas
Finance & Administrative Assistant

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