ATTENDANCE:

Dawn Suhonen Chairperson
Jennifer Lund HAP I Center/Policy Council Representative to AEOA Board of Directors
Lisa Mount Mesabi East Center
Melissa Krize Mt. Iron-Buhl Combination Option
Dean Lindberg Virginia I Center
Isabelle Westman Community Representative – Representative from AEOA Board of Directors
Norman “Skip” Ferris III Head Start Director
Marlene Paavola Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:

Babbitt Combination Option Virginia II Center
Chisholm I Center Virginia III Combination Option/SPA Representative
Chisholm II Combination Option Virginia Toddler Center/Virginia Family Child Care
Ely Center Hibbing EHS Home Base/West Range EHS Home Base/CHIC EHS
Eveleth-Gilbert I Center Home Base/Hibbing A
Eveleth-Gilbert II Center Lake County EHS Home Base/Hermantown EHS Home Base
HAP II Combination Option Quad EHS Home Base/East Range EHS Home Base/Northern
Hibbing I Center Tier EHS Home Base/Secretary
Hibbing II Center Carry-Over Parent Susan Lehto
Hibbing III Center Carry-Over Parent Alphonso Buenaventura
Hibbing IV Center Carry-Over Parent Shirley Vincent
Two Harbors Combination Option

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Chairperson Dawn Suhonen at 9:40 a.m. on Wednesday, June 6, 2012, 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. Lisa Mount moved to conduct the meeting as an official meeting with those members in attendance so important business can be done, supported by Dean Lindberg. Motion carried unanimously. The meeting was deemed official and decisions and rulings shall stand.

III. CORRECTION/APPROVAL OF MAY 16, 2012 POLICY COUNCIL MINUTES: Melissa Krize moved to approve the May 16, 2012 Policy Council Minutes as written, supported by Jennifer Lund. Motion carried unanimously.
IV. CORRECTIONS/ADDITIONS TO AGENDA: None.

V. CORRESPONDENCE: A copy of Senator Amy Klobuchar’s email to Jaclyn Tague was included in the Policy Council folder handout.

VI. REPORTS:


FY 2012 EHS EXPANSION, COLA, and T/TA FUNDING APPLICATION: Our funding application for the second half of our Early Head Start Expansion funding, a .72% COLA, and additional Training/Technical Assistance funds for Early Head Start has been approved. This funding is now a permanent part of our base grant. Our Notice of Award (NOA) from the Department of Health and Human Services Administration for Children and Families was received on June 4, 2012.

i3 GRANT: On May 21, 2012, Norman “Skip” Ferris, Head Start Director, and Mike Krebsbach, Parkview Learning Center Principal, had a Skype meeting on the i3 grant with the Erikson Institute in Chicago. The purpose of this meeting was to talk about establishing dates that staff could attend Professional Development training. It also provided an opportunity for us to show the Erikson Institute what one of our classrooms looked like. Tracie Wilcox, our Early Head Start Health Educator, who does our fluoride varnish, will work part-time with Norman “Skip” Ferris on this grant as the “Head Teacher”. This will change how we do our Fluoride Varnish program, and we will contract this next year. Tracie Wilcox will be part of the Leadership Team which is scheduled to meet on August 10, 2012, in St. Paul, Minnesota. A Steering Committee conference call will be held the week of August 13, 2012. We will be working on getting some additional local funding and are working with the University of Minnesota to complete a funding application to the Blandin Foundation.

DATA ANALYTICAL GRANT: Arrowhead Head Start, the Northland Learning Center, and St. Louis County Schools are partnering with the Minnesota Department of Education on a Data Analytical Grant. We are one of seven (7) partnerships around Minnesota participating in this grant, and we are the only cooperative participating. Louisiana State University is facilitating this process. We are working at coordinating data collection and analysis to get children ready for Kindergarten and are looking at children with IEP’s. We have a conference call scheduled with Louisiana State University on June 19, 2012.

CORRECTION ACTION PLAN: Our Corrective Action Plan from our missing student incident in January was approved by the Office of Head Start and the findings have been closed. No further corrective action is required at this time. A copy of the Report was included in the Policy Council folder handout.

BIRTH TO THREE CONFERENCE: The Head Start Director, Early Head Start Program Manager, and an Early Head Start Home Base Educator will be attending the 16th Annual Birth to Three Conference in Washington, D.C. on June 10-14, 2012.
HEALTH LITERACY PROJECT: Our Early Head Start Health Educator is participating in a Health Literacy project sponsored by the Minnesota Head Start Association. The purpose of this project is to educate parents on health issues with their children. This project is designed to cut down on unnecessary emergency room visits by providing parents with education and resources. This project is for both Head Start and Early Head Start families.

CHILD AND ADULT CARE FOOD PROGRAM (CACFP) REIMBURSEMENTS: Total reimbursements for February through April, 2012, are $51,822.81. Meals served were 9,805 breakfasts, 11,823 lunches, and 2,154 snacks.

COR (CHILD OBSERVATION REPORT): The third round COR scoring data have been completed. The End of Year-COR Site Planning and Goal Setting Summary included in the Policy Council folder handout was reviewed. The top three (3) goal areas are:
- Language & Literacy: V = Using Letter Names and Sounds 10 sites
- Mathematics & Science: Z = Identifying Patterns 9 sites
- Language & Literacy: T = Showing Awareness of Sounds 8 sites

In Words

There was marked improvement through the school year. Program Managers recommend High Scope trainings in Numbers Plus and COR.

The third COR scoring data and goal summary has been completed for the infant/toddler children. All Early Head Start children made gains in all areas of development. The most growth was gained in the following categories:
- Sense of Self: Developing self-help skills
- Movement: Child will propel self on propelled object
- Movement: Move his/her body in using coordination, balance, control
- Communication & Language: Speaking and communicating with others

CORRESPONDENCE: OFFICE OF THE SECRETARY: Copies of the following ACF (Administration for Children and Families) IM (Information Memorandum) were included in the Policy Council folder handout:
- ACF-IM-HS-12-03 Consumer Product Safety Commission (CPSC) New Crib Standards
- ACF-IM-HS-12-04 Head Start, Child Care, and Public Libraries: Partnerships to Support Young Children

Policy Council members were encouraged to read the Information Memorandums.

Lisa Mount moved to accept the Director Report, supported by Melissa Krize. Motion carried unanimously.

**FY 2012 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $2,092,175 is for the period from April 1, 2012, through March 31, 2013. The Current Period Actual Expenditures are $187,463.43; the YTD Actual Expenditures are $253,869.65; and the Balance is $1,838,305.35. 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 $749,038 is for the period from April 1, 2012, through March 31, 2013. The Current Period Actual Expenditures are $68,991.17; the YTD Expenditures are $91,519.88; and the Balance is $657,518.12. The spending of this grant is on target with our planned expenditures and projections.

**SFY 2012 MN HEAD START GRANT:** This grant in the amount of $552,526 is for the period from July 1, 2011, through June 30, 2012. The Current Period Actual Expenditures are $185,467.46; the YTD Expenditures are $426,099.61; and the Balance is $126,426.39. The spending of this grant is on target with our planned expenditures and projections. We anticipate a $0 balance by the end of June, 2012. The SFY 2012 MN Head Start Grant Close-Out Report will be presented at the August Policy Council Meeting.

Melissa Krize moved to accept the Financial Report, supported by Jennifer Lund. Motion carried unanimously.

C. **COMMUNITY RELATIONS MANAGER REPORT:** Norman “Skip” Ferris presented the Community Relations Manager Report. All sites for the 2012-2013 program year were approved by the Policy Council at the last meeting. Two (2) Family Advocates are working on recruitment through June 29, 2012. At this time, the number of eligible applications for filling slots is good. Jennifer Lund moved to accept the Community Relations Manager Report, supported by Dean Lindberg. Motion carried unanimously.

D. **PARENT/COMMUNITY REPRESENTATIVE REPORTS:** None

VII. **OLD BUSINESS:**

A. **SFY 2013 MINNESOTA HEAD START GRANT APPLICATION:** Norman “Skip” Ferris reported that the SFY 2013 Minnesota Head Start Grant Application was submitted. There was one (1) small error that was corrected and resubmitted. The Grant Application will be presented to the AEOA Board of Directors for approval on June 20, 2012.

B. **STATE MONITORING REVIEW FOLLOW-UP:** Norman “Skip” Ferris reported that he is working on the Corrective Action Plan which is due June 27, 2012. The Education Qualifications for Center Staff and Home Visitors Policy/Procedure will be presented to the AEOA Board of Directors for approval on June 20, 2012. With the approval of this Policy/Procedure, the Corrective Action Plan will be ready to submit to the Minnesota Department of Education.

C. **PROGRAM SELF-ASSESSMENT (PSA):** Norman “Skip” Ferris reported that he is still working on the Program Self-Assessment Report.

D. **PARENT ACTIVITY FUND REPORT:** Norman “Skip” Ferris read the thank you from Eveleth-Gilbert II Center. They are purchasing a walking rope to help them walk and stay safe on their field trips.
E. **2012 HEAD START STRATEGIC PLANNING:** The 2012 Head Start Strategic Planning was held on June 24, 2012, in Conference Rooms 2 and 3 at AEOA in Virginia, Minnesota. Policy Council participants Jennifer Lund and Isabelle Westman shared their experience participating in the strategic planning process. Policy Council parents getting together and setting up a social media group was identified as a way to help with parent involvement. Policy Council members discussed incorporating facebook into our program. Norman “Skip” Ferris reported that Parent Engagement was identified as a goal for the 2012 Head Start Strategic Plan. He will present goals and strategies to the Head Start Inter-Disciplinary Team to develop action steps. A 2012 Head Start Strategic Action Plan Report will be put together for Policy Council approval.

F. **SCHOOL READINESS:** Norman “Skip” Ferris reported that we are working on our School Readiness goals. The last step was to survey Kindergarten teachers for their requirements for school readiness. Those results have just come in, and we will be reviewing them and including them in our School Readiness goals. Our next School Readiness conference call with our Regional Office is scheduled for June 25, 2012. When our School Readiness goals are completed, we will meet with the school districts to review them. We will to see if we can incorporate our School Readiness goals with our Memorandums of Understanding with school districts.

G. **PARENT, FAMILY AND COMMUNITY ENGAGEMENT:** Norman “Skip” Ferris reported that Parent, Family and Community Engagement goals will be worked on during the summer. We just received an email from the Office of Head Start with a Parent, Family and Community Engagement guidance. We are making some changes in staffing patterns in the office. One of our Program Managers will be strictly doing Family Service. She will be attending a Family Service Credential training in July. Once certified, she will train other Family Service staff. Updates will be provided to the Policy Council.

VIII. **NEW BUSINESS:**


B. **2011-2012 POLICY COUNCIL RECOGNITION:** Norman “Skip” Ferris reported that a Policy Council Recognition is held every year at our August meeting to recognize Policy Council members for their participation on the Policy Council. The 2011-2012 Policy Council Recognition will be held following our next meeting which is scheduled for Tuesday, August 7, 2012. Policy Council members discussed the location for the Recognition. Policy Council members would like to have the Recognition at the United in Christ Lutheran Church in Eveleth, Minnesota. Norman “Skip” Ferris will contact the church to see if it is available. Policy Council members discussed lunch ideas. It was decided to have wild rice soup and baked chicken with a salad.

C. **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported that the next Policy Council Meeting is scheduled for Tuesday, August 7, 2012, at 9:30 a.m. at either United in Christ Lutheran Church in Eveleth, Minnesota, or AEOA in Virginia, Minnesota.
IX. **MISCELLANEOUS DISCUSSION:** At Jennifer Lund’s request, Policy Council members further discussed looking into Facebook further as a means of communication to inform parents of what is going on. There was a discussion at the Head Start Strategic Planning that we need to incorporate Facebook into our Head Start program. Policy Council members discussed Facebook pros and cons. Norman “Skip” Ferris will discuss Facebook further with the Head Start Inter-Disciplinary Team, and the Information Systems Manager who is part of the Head Start Inter-Disciplinary Team.

X. **ADJOURNMENT:** Lisa Mount moved to adjourn the meeting, supported by Jennifer Lund. Motion carried unanimously. The meeting was adjourned at 11:15 a.m.

Respectfully submitted,

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Marlene Paavola, Acting Secretary
Arrowhead Head Start Policy Council

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