PRESENT:
Jessica Sandnas  Chairperson
Jackie Olson  Hermantown and Lake County EHS
Cassondra Weber  Mt. Iron Buhl
Cathy Zelinski  Policy Council Representative to the Board
Cheri Avirill Manner  AEOA Representative to the Board
Diane Taylor  Hibbing II
Janet Burke  Virginia II Center
Jenna Johnston  Two Harbors
Julie Louks  Virginia I Center
Ruthie Gornik  Babbitt
Jerry Crittenden  Community Relations Manager
Tracy Sandnas  Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:
PSHB I and PSHB II
CHIC and Northern Tier EHS-Open
Chisholm I-Absent
Chisholm II Combo-Open
Ely-Absent
Eveleth-Gilbert-Open
HAP I Center-Open
HAP II-Absent
Hibbing EHS HB & West Range HB-Open
Hibbing I Center-Absent
Hibbing III Center-Open
Hibbing IV Center-Absent
Mesabi East-Absent
PSHB I & East Range EHS-Open
Quad I and II EHS-Open
Virginia III Center-Absent
Virginia Toddler Center-Absent
Norman “Skip” Ferris III Head Start Director - Excused
The Policy Council meeting was held on June 8, 2016 at AEOA in conference room 2 Virginia, Minnesota.

I. **CALL TO ORDER:** Jessica Sandnas, Chairperson called the Arrowhead Head Start Policy Council Meeting to order, at 9:30 a.m. on Wednesday, June 8, 2016.

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

III. **CORRECTION/APPROVAL OF April 13, 2016 POLICY COUNCIL MINUTES:** Cathy Zelinski moved to approve the April 13, 2016 Policy Council Minutes as written, supported by Jenna Johnston. Motion carried unanimously.

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** The Transportation Waiver was added under New Business as C and Duration of Full-Day Service as D. Jenna Johnston moved to add the Transportation Waiver and Duration of Full-Day Service to the agenda, supported by Jennifer Elmberg. Motion carried unanimously.

V. **CORRESPONDENCE:** None.

VI. **REPORTS:**

VII. **DIRECTOR’S REPORT:** Jerry Crittenden Community Relations Manager reported that there were no findings on our Federal Review. Jerry also let members know that we have secured classroom space in Hibbing at the Greysher Shopping Center. Classrooms will be ready to go this fall. Management team members will be meeting with the architect this Friday to begin the planning phase for four classrooms. We will also have green space available. Jerry let members know that Universal Pre-K is still up in the air. Norman “Skip” Ferris will keep members informed as information becomes available. Diane Taylor moved to accept the Director’s Report, supported by Jenna Johnston. Motion carried unanimously.

VIII. **FINANCIAL REPORT:** Head Start’s Fiscal Bookkeeper Nick Tuscan presented the closeout report for the FY 2015 FEDERAL PRESCHOOL HEAD START and EARLY HEAD START GRANTS. The grant was spent down to zero and budget projections were on target with the closeout. We had an ample amount of In Kind. He also advised us to make sure all of our signatures for purchases and other related fiscal documents must have a legible signature. Tracy Sandnas Finance Supervisor presented the Financial Reports.
SFY 2015 MN HEAD START GRANT: This grant in the amount of $630,787.00 is for the period from July 1, 2015, through June 30, 2016, the Current Period Actual Expenditures are $164,975.31; the YTD Expenditures are $574,585.54; YTD Encumbrance is $0.00; and the Balance is $56,201.46. Spending of this grant is on target with our planned expenditures and projections.

FY 2016 FEDERAL PRESCHOOL HEAD START GRANT: This grant in the amount of $2,026,937.00 is for the period from April 1, 2016, through March 31, 2017. The Current Period Actual Expenditures are $307,699.39; the YTD Actual Expenditures are $307,699.39; the YTD Encumbrance is $20,727.43; and the Balance is $1,719,237.61. Spending of this grant is on target with our planned expenditures and projections.

FY 2016 FEDERAL EARLY HEAD START GRANT: This grant in the amount of $1,054,699.00 is for the period from April 1, 2016, through March 31, 2017. The Current Period Actual Expenditures are $125,134.75; the YTD Actual Expenditures are $125,134.75; YTD Encumbrance is $0.00; and the Balance is $929,564.25. Spending of this grant is on target with our planned expenditures and projections.

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

COMMUNITY RELATIONS MANAGER REPORT: Jerry presented the recruitment report. We are recruiting for all sites. Jerry explained the 35% and 10% guidelines to members. Head Start will be converting all of its Combo Centers to all Center Based. Jackie Olson moved to accept the Combo to Center Based Sites, supported by Diane Taylor. Motion carried unanimously. Jerry asked for parent volunteers to help pass out recruiting items at the Land of Loon parade in Virginia on Saturday June 18th and at the Hibbing Jubilee parade on July 9th. If you are interested in volunteering at either of these parades, please contact Jerry in the Head Start Office. Jerry let members know that we will be closing our site in Grand Marais at the end of this program year. We just do not have enough children to fill the classroom. Jenna Johnston moved to close the site in Grand Marais, supported by Diane Taylor. Motion carried unanimously. Cheri Avirill Manner moved to accept the Community Relations Manager’s report, supported by Ruthie Gornik. Motion carried unanimously.
D. **AEOA BOARD MEETING-APRIL 20, 2016:** Jerry reported on Harlan Tardy’s retirement. AEOA’s Planning Director will be leaving in October. AEOA and Kootasca Community Action Programs are doing a Strategic Planning process to determine if the two organizations will continue with sharing an Executive Director and Fiscal Director, whether they may go back to two separate organizations, or if they will merge the two agencies. Cathy Zelinski added that the merging of the Head Start programs is a concern. Cheri Avirill Manner mentioned the Senior Carnival will be held June 22. It will be held at the Curling Club in Eveleth. The Ivy Manor renovation project is under way. There are currently 47 units to renovate. Lorrie Janotaupolus and Nevada Littlewolf were chosen to receive the Bush Fellowship Grant. There is no state bonding bill as of yet. Jenna Johnston moved to accept the AEOA Executive Committee Meeting Report, supported by Cassondra Weber. Motion carried unanimously.

IX. **OLD BUSINESS**

A. **STRATEGIC PLANNING APPROVAL:** Jerry presented the strategic plan to members. Head Start has a new Mission and Vision Statement. He covered priority goals with members. He gave a summary of the progress measures that will be used for the goals. Janet Burke added that Objective 1C on page 10 involves the help of our Policy Council Members as well as recruitment and Objective 2C #3 on page 13. Jessie Sandnas made a recommendation to work with the PTA to create a relationship with the school district in Virginia. Jenna Johnston moved to accept the proposed Strategic Planning, supported by Cheri Avirill Manner. Motion carried unanimously.

B. **PARENT ACTIVITY FUND:** Thank you notes were passed around for members to view. Mountain Iron Buhl won a package from Lakeshore Learning and they used it as part of their STEAM activity.

C. **COMPREHENSIVE SERVICES & SCHOOL READINESS MONITORING REPORT:** This report was included in the packet of information handed out to the Policy Council members. Arrowhead Head Start was in full compliance with all areas of this review.

D. **SCHOOL READINESS:** Jerry shared the outcomes report for the three scoring periods. Members would like Kelly to speak about this at our August 10 meeting at AEOA and answer questions.

E. **PARENT FAMILY COMMUNITY ENGAGEMENT:** None.
X. NEW BUSINESS:

A. FY 2017 HEAD START FUNDING APPLICATION APPROVAL: Tracy presented the proposed 2017 proposed State Budget to members. A discussion was held. Cassondra Weber moved to accept the Head Start Funding Application, supported by Jenna Johnston. Motion carried unanimously.

B. FY 2016 COST OF LIVING (COLA) APPLICATION APPROVAL: Tracy presented the proposed 1.8% COLA Budget to members. Cathy Zelinski moved to accept the COLA Funding Application, supported by Cassondra Weber. Motion carried unanimously.

C. TRANSPORTATION WAIVER: Jerry presented the bus waiver for all of our Head Start sites. Ruthie Gornik moved to accept the Transportation Waiver, supported by Jackie Olson. Motion carried unanimously.

D. DURATION OF FULL-DAY SERVICES: Jerry presented a brief summary of the full day services grant to members. This grant is for programs to implement full day services and it allows for start-up costs. Skip will be looking at possibly writing for this grant. He asked that members approve his request so a special Policy Council meeting would not have to be arranged. Cathy Zelinski moved to accept applying for the Duration of Full-Day Services Grant, supported by Diane Taylor. Motion carried unanimously.

E. NEW EMPLOYEE RECOMMENDATIONS: None.

F. POLICY COUNCIL MEETING SCHEDULE AUGUST 10, 2016- at 9:30 a.m. at AEOA in the conference room in the basement. This will be our Policy Council Appreciation meeting. Walmart, Paul’s Italian Market, and Adventures were suggested to cater the meal that day.

G. PARENT & COMMUNITY REPRESENTATIVE REPORTS: Janet Burke reported that there was a siblings issue for Head Start Graduation. A discussion was held. Janet proposed a policy be put into place to not pull siblings out of K-12 classes to attend sibling graduation due to a lack of space in the classroom. Julie Louks recommended giving each family two seats per child. Cheri Avirill Manner added that she liked the family involvement part of Head Start.

In addition, Julie Louks recommended doing graduation the same as Parkview next year so we are all doing the same thing. A discussion was held between members about concerns in regards to graduation and field trips as well as consistency with
school district partnerships. It is recommended that the ID Management Team take these suggestions under advisement.

XII. **MISCELLANEOUS DISCUSSION:** Ruthie Gornik brought up the weight letters that were sent to parents if their child was diagnosed as overweight. The Performance Standards state that letters must be sent out. These letters offend some parents. Ruthie has discussed this with Tracie Wilcox Health Professional already.

Cheri Avirill Manner asked if Head Start had a booth at the Senior Carnival due to the number of grandparents that are raising their grandchildren these days. Jerry explained that this is not the best place for us to have a booth. Ruthie Gornik shared that there is a Farmer’s Market in Ely every Tuesday from 5:00 to 7:00. She said there are many families that attend and it would be a great place to recruit for Head Start. Jerry passed out post cards and yard signs to members that were interested in helping Head Start with recruiting.

XII. **ADJOURNMENT:** Jackie Olson moved to adjourn the meeting, supported by Cassondra Weber. Motion carried unanimously. The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

______________________________
Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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