I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Vice Chairperson Susan Lehto at 10:10 a.m. on Thursday, May 12, 2011, in Conference Rooms 2 and 3 at AEOA in Virginia, Minnesota.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing seven (7) members present of which five (5) were voting members. Janell Wilson moved to conduct the meeting as an official meeting with those members in attendance and all decisions made will stand, supported by Jaclyn Tague. Motion carried unanimously. The meeting was deemed official.

III. CORRECTION/APPROVAL OF APRIL 7, 2011 POLICY COUNCIL MINUTES: Jaclyn Tague moved to approve the April 7, 2011 Policy Council Minutes as written, supported by Janell Wilson. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: Norman “Skip” Ferris requested the following changes to the Agenda:
- Under New Business, delete Item B. Site Selection/Options, Changes, and Closures Policy and Procedure
Under New Business, add Item B. Head Start Service Plans

Alfonso Buenaventura moved to approve the corrections/additions to the agenda, supported by Janell Wilson. Motion carried unanimously.

V. CORRESPONDENCE: Bo Jaxon shared an email from Yasmina Vinci, NHSA Director. She shared information on the classroom photo project. All Senators and Representatives are having Open Houses, and it was suggested that these pictures are brought to the Open Houses. Bo is thinking of compiling pictures and sending them to Legislators. Contact Julie Steinberger at jsteinberger@nhsa.org or 703-692-7082 for any questions on the classroom photo project.

VI. REPORTS:

A. DIRECTOR REPORT: Norman “Skip” Ferris presented the Director Report.

FEDERAL LEGISLATIVE UPDATE: There have been no budget cuts to Head Start. One-half of the ARRA funding for Early Head Start Expansion will continue through March, 2012, and will become a part of the Head Start and Early Head Start base grant. There will be additional funds in FY 2012 to operate Early Head Start expansion services provided there are no cuts to Head Start funding in FY 2012.


STATE LEGISLATIVE UPDATE: There are no budget cuts to Head Start in both the House and Senate bills. There are proposed budget cuts to other programs that help families. It is anticipated that there will be a special legislative session. It is important to contact legislators to remind them to continue supporting Head Start. If there is no resolution by July 1st, there will be a state government shutdown. If this happens, it would affect us. We will keep the Policy Council updated.

GRANTS: The FY 2011 Federal Early Head Start Expansion Grant and the FY 2012 Minnesota Head Start Grant are due the end of June, 2011. Funding guidance information and allocations have not been received. As soon as this information is received, a Policy Council meeting will be held to work on the grants.

BEMIDJI STATE UNIVERSITY: Early Childhood Program and Child Development Associate (CDA) Program through Bemidji State University will no longer be available next year. Northwest Technical College will be taking over the CDA training Program. Mesabi Range Community and Technical College has a CDA training program. We are not anticipating any CDA candidates next year. The Parenting Weekend and MEGA Conference may no longer available. The Minnesota Head Start Association Parent Training Conference will now be held in November.

ACCESS AND FINANCE COMMITTEE: The Access and Finance Committee meetings are on hold until the Governor establishes new members to the Early Learning Council.
RE-COMPETITION FOR HEAD START: Head Start Re-Competition Guidelines will be ready in the Fall. Re-Competition for Head Start was explained. A minimum of 25% of all programs per state will be re-competing each year for Head Start funding. This means up to eight (8) Head Start programs within our state. The seven (7) areas of non-compliance that would constitute re-competition were reviewed.

Janell Wilson moved to accept the Director Report, supported by Jaclyn Tague. Motion carried unanimously.

B. FINANCIAL REPORT/FY 2010 FEDERAL HEAD START GRANT CLOSEOUT:

FY 2010 FEDERAL HEAD START GRANT CLOSEOUT: Nick Tuskan, AEOA Accountant, presented the FY 2010 Federal Head Start Grant Closeout Report. Copies of the AEOA Revenue and Expense Report for March 1, 2011, through March 31, 2011, for the FY 2010 Federal Head Start Grant (Preschool Head Start and Early Head Start) included in the Policy Council folder handout were reviewed. The FY 2010 Federal Head Start Grant balance is $0. There was $990,000 in In-Kind match. Our Administrative Costs were $255,635 (7.71%). The Federal government allows up to 15% of the total grant for Administrative costs. Janell Wilson moved to accept the FY 2010 Federal Head Start Grant Closeout, supported by Jaclyn Tague. Motion carried unanimously.


FY 2011 FEDERAL PRESCHOOL HEAD START GRANT: This grant is for the period of April 1, 2011, through March 31, 2012. Only 60% of the FY 2011 Federal Head Start has been approved. The Balance is $1,165,114.18. The spending of this grant is on target with our planned expenditures and projections.

FY 2011 FEDERAL EARLY HEAD START GRANT: This grant is for the period of April 1, 2011, through March 31, 2012. Only 60% of the FY 2011 Federal Head Start has been approved. The Balance is $322,624.95. The spending of this grant is on target with our planned expenditures and projections.

FY 2010 FEDERAL EARLY HEAD START ARRA EXPANSION GRANT: This grant is for the period from September 30, 2010, through September 29, 2011. The Balance is $214,214.94. The spending of this grant is on target with our planned expenditures and projections. We are anticipating a $0 balance.

SFY 2011 MN HEAD START GRANT: This grant is for the period from July 1, 2010, through June 30, 2011. The Balance is $154,474.78. The spending of this grant is on target with our planned expenditures and projections. We are anticipating a $0 balance.

PIRC GRANT: This grant is for the period from October 1, 2010, through September 30, 2011. The Balance is $10,885.36. The spending of this grant is on target with our planned expenditures and projections. This is the last year of this funding.
Jaclyn Tague moved to accept the Financial Report, supported by Janell Wilson. Motion carried unanimously.

C. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden reviewed the Recruitment Eligibility Report for the First Half of May included in the Policy Council folder handout. Based on the number of eligible applications, it is recommended that the following sites be approved for the 2011-2012 program year: Babbitt Combination Option, Chisholm (1 center), Ely Center, Eveleth-Gilbert I Center, Eveleth-Gilbert II Center, HAP (1 center), Grand Marais Family Child Care Combination Option, Hermantown Family Child Care, Hibbing I Center, Hibbing II Center, Hibbing III Center, Hibbing A Child Care Partnership, Two Harbors Combination Option, Virginia I Center, Virginia II Center, Virginia III Combination Option, Virginia Family Child Care, and all Early Head Start options as they stand in the Early Head Start Grant (Virginia Toddler Center II, Hermantown EHS Home Base, Hibbing EHS Home Base, Lake County EHS Home Base, Quad EHS Home Base, East Range EHS Home Base, West Range EHS Home Base, Northern Tier EHS Home Base, and Hibbing C Family Child Care). Based on the number of eligible applications at this time, it is recommended to hold off approval of a possible Chisholm II Center or Combination Option, a possible HAP II Center or Combination Option, a possible Hibbing IV Center, Mesabi East Center and Mt. Iron-Buhl Center. Policy Council members discussed the recommendation. Janell Wilson moved to approve the recommended site selections as discussed for the 2011-2012 program year based on the number of eligible number of applications, supported by Amanda Weisinger. Motion carried unanimously. Norman “Skip” Ferris added that up to two (2) Family Advocates will work through June 30, 2011, to help with recruitment.

D. MINNESOTA HEAD START ASSOCIATION (MHSA) REPORT: Alfonso Buenaventura reported on the Minnesota Head Start Association Meeting held on May 10, 2011, in St. Cloud, Minnesota. There was discussion on thanking legislators for their continued support of Head Start. Also discussed was thanking those legislators that didn’t support Head Start in hopes that they will support Head Start in the future. They discussed having Head Start informational booths at local fairs and the Minnesota State Fair. Norman “Skip” Ferris added that Head Start Directors will be working on School Readiness guidelines during the summer. Janell Wilson moved to accept the Minnesota Head Start Association (MHSA) Report, supported by Amanda Weisinger. Motion carried unanimously.

E. AEOA BOARD OF DIRECTORS REPORT: Isabelle Westman reported on the AEOA Board of Directors Meeting held on April 20, 2011, at AEOA in Virginia, Minnesota. AEOA is still insured through MCIT for this year. AEOA will be looking for a new insurance carrier between now and 2012. In January discussion began with cost savings plans. The following Head Start resolutions were approved:

- 2011-2012 Arrowhead Head Start Point System
- 2011-2012 Early Head Start Point System
- 2011-2012 Arrowhead Head Start Recruitment Plan
- 2011-2012 Enrollment Policy/Procedure
- Eligibility Policy/Procedure

Janell Wilson moved to accept the AEOA Board of Directors Report, supported by Jaclyn Tague. Motion carried unanimously.
F. **EARLY CHILDHOOD AND FAMILY ADVISORY COMMITTEE REPORT:** Janell Wilson highlighted the April 7, 2011 Early Childhood and Family Advisory Committee Minutes included in the Policy Council folder handout. The Committee discussed and approved the Education and Early Childhood Development Service Plan and the Family Partnership Service Plan. The MEGA Conference was held on March 10-11, 2011, in Bemidji, Minnesota. Family Advocate Laurel Hart reported on the Family Services Credential training. Janell Wilson moved to accept the Early Childhood and Family Advisory Committee Report, supported by Jaclyn Tague. Motion carried unanimously. Norman “Skip” Ferris reported that there will be a Sub Committee meeting to work on the Family Partnership Agreement on May 13, 2011, from 12:00 noon to 2:30 at United in Christ Lutheran Church in Eveleth, Minnesota.

G. **DISABILITIES AND MENTAL HEALTH COMMITTEE REPORT:** Jacque Tague highlighted the April 26, 2011 Disabilities and Mental Health Committee Minutes included in the Policy Council folder handout. The Committee discussed the Early Head Start virtual socializations pilot project. Judy Kelly added that to date we have 19.6% of our 423 funded enrollment with diagnosed disabilities/has IEP. Janell Wilson moved to accept the Disabilities and Mental Health Committee Report, supported by Jaclyn Tague. Motion carried unanimously.

H. **PARENT/COMMUNITY REPRESENTATIVE REPORTS:**
- **VIRGINIA III COMBINATION OPTION:** Susan Lehto reported that their graduation will be held next week. Virginia III Combination Option bought rechargeable batteries with the Parent Activity Fund dollars.

- **VIRGINIA II CENTER:** Bo Jaxon reported that the children from Virginia II went fishing today, and there were no fish.

VII. **OLD BUSINESS:**
A. **2011 HEAD START STRATEGIC PLANNING:** Norman “Skip” Ferris reported that he will report on the 2011 Head Start Strategic Planning at the next Policy Council meeting.

B. **SPA ALTERNATE ELECTION:** Janelle Wilson moved to table the SPA Alternate election until the next meeting, supported by Alfonso Buenaventura. Motion carried unanimously.

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

D. **PARENT ACTIVITY FUND UPDATE:** Parent Activity Fund Reports received to date from Mesabi East Center, Eveleth-Gilbert II Center, Virginia Family Child Care, Virginia Infant Toddler I and II Centers, Quad Early Head Start Home Base, East Range Early Head Start Home Base, and Chisholm I Center were circulated.

VIII. **NEW BUSINESS:**
A. **NEW EMPLOYEE RECOMMENDATION:**
- **EARLY HEAD START TEEN PARENT AND HOMELESS SPECIALIST:** Bo Jaxon reported on the Early Head Start Teen Parent and Homeless Specialist interviews held on April 12, 2011, at AEOA in Virginia, Minnesota. Four (4) applications were received from an internal and external job posting and newspaper advertisement(s). The applications were screened by Debra Fisher, Early Head Start Program Manager, and Kristine Norberg, Program Manager. Three (3) applicants were interviewed. The Interview Team consisted of Debra Fisher, Early Head Start
Program Manager; Kristine Norberg, Program Manager; Kris Erie, Mental Health Consultant; Angela Spaeth, current Early Head Start Teen Parent and Homeless Specialist; and Bo Jaxon, Head Start Parent Policy Council member. The Interview Team recommends Katherine Purkat for the Early Head Start Teen Parent and Homeless Specialist. Candidate’s background/position qualifications were shared. Janell Wilson moved to approve Katherine Purkat for the Early Head Start Teen Parent and Homeless Specialist position, supported by Jaclyn Tague. Motion carried unanimously.

B. HEAD START SERVICE PLANS:

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT SERVICE PLAN: Bo Jaxon reported on minor wording and formatting changes to the Education and Early Childhood Development Service Plan. Changes to the Plan are highlighted in red. The Early Childhood and Family Advisory Committee met to review the Plan in February, 2011, and approved the Education and Early Childhood Development Service Plan revisions. Policy Council members discussed the changes to the Plan. Amanda Weisinger moved to approve the Education and Early Childhood Development Service Plan, supported by Alfonso Buenaventura. Motion carried unanimously.

FAMILY PARTNERSHIP SERVICE PLAN: Bo Jaxon reported on minor wording and formatting changes to the Family Partnership Service Plan. Changes to the Plan are highlighted in red. The Early Childhood and Family Advisory Committee met April 7, 2011, to review the Plan and approved the Family Partnership Service Plan revisions. Policy Council members discussed the changes to the Plan. Janell Wilson moved to approve the Family Partnership Service Plan, supported by Amanda Weisinger. Motion carried unanimously.

FACILITIES, MATERIALS AND EQUIPMENT SERVICE PLAN: Bo Jaxon reported on minor wording and formatting changes to the Facilities, Materials and Equipment Service Plan. Changes to the Plan are highlighted in red. The Early Childhood and Family Advisory Committee met in November, 2010, to review the Plan and approved the Facilities, Materials and Equipment Service Plan revisions. Policy Council members discussed the changes to the Plan. Janell Wilson moved to approve the Facilities, Materials and Equipment Service Plan, supported by Jaclyn Tague. Motion carried unanimously.

TRANSPORTATION SERVICE PLAN: Jaclyn Tague reported on the changes to the Transportation Service Plan. The Disabilities and Mental Health Committee met on April 26, 2011, to review the Plan and approved the changes to the Transportation Service Plan. Policy Council members discussed the changes to the Plan. Amanda Weisinger moved to approve the Transportation Service Plan, supported by Jaclyn Tague. Motion carried unanimously.

CHILD HEALTH AND DEVELOPMENTAL SERVICE PLAN: Jaclyn Tague reported on the changes to the Child Health and Developmental Service Plan. The Disabilities and Mental Health Committee met on April 26, 2011, to review the Plan and approved the changes to the Child Health and Development Service Plan. Policy Council members discussed the changes to the Plan. Jaclyn Tague moved to approve the Child Health and Developmental Service Plan, supported by Janell Wilson. Motion carried unanimously.
**DISABILITIES SERVICE PLAN:** Judy Kelly, Disabilities and Mental Health Manager, reported on the changes to the Disabilities Service Plan. The Disabilities and Mental Health Committee met on April 26, 2011, to review the Plan and approved the changes to the Disabilities Service Plan. Policy Council members discussed the changes to the Plan. **Jaclyn Tague moved to approve the Disabilities Service Plan, supported by Janell Wilson. Motion carried unanimously.**

**MENTAL HEALTH SERVICE PLAN:** Jaclyn Tague reported on the changes to the Mental Health Service Plan. The Disabilities and Mental Health Committee met on April 26, 2011, to review the Plan and approved the changes to the Mental Health Service Plan. Policy Council members discussed the changes to the Plan. **Amanda Weisinger moved to approve the Mental Health Service Plan, supported by Janell Wilson. Motion carried unanimously.**

Judy Kelly, Disabilities and Mental Health Manager, added that Arrowhead Head Start is the first program in Region 3 to develop and implement a plan with Region 3 Professional Development Facilitator Phyllis Hauck regarding TACSEI and FGRBI. Arrowhead Head Start plans on a program-wide implementation of the Pyramid Model for promoting social emotional competence in infant and young children. The plan for full implementation will take three (3) years.

**C. 2010 2ND QUARTER HEAD START STRATEGIC ACTION PLAN REPORT:** Norman “Skip” Ferris reported that the 2010 2nd Quarter Head Start Strategic Action Plan Report is not done. It will be presented for Policy Council approval at the next meeting.

**D. 2010-2011 MID-YEAR PARENT/STAFF EVALUATION RESULTS:** Norman “Skip” Ferris highlighted the 2010-2011 Mid-Year Parent/Staff Evaluation Results included in the Policy Council folder handout. Policy Council members were encouraged to read. Policy Council members should call or email Norman “Skip” Ferris with any questions.

**E. NATIONAL HEAD START ASSOCIATION (NHSA) SCHOLARSHIPS AND AWARDS:** Norman “Skip” Ferris reported that the National Head Start Association (NHSA) Scholarships and Awards are due at the end of May. We are submitting Bo Jaxon for the Beating the Odds Parent Award; Doris Holstrom for the Teacher of the Year Award; and Tracie Wilcox for a Head Start Staff, Higher Education Scholarship.

**F. 2010-2011 POLICY COUNCIL RECOGNITION:** Norman “Skip” Ferris shared that a Policy Council Recognition is usually held in August to recognize Policy Council members for their service on the Policy Council. Policy Council members should bring ideas to the June Policy Council meeting to discuss further.

**G. POLICY COUNCIL MEETING SCHEDULE:** The next Policy Council meeting will be held on June 2, 2011, at 10:00 a.m. at AEOA in Virginia, Minnesota.

**IX. MISCELLANEOUS DISCUSSION:** None.
X. **ADJOURNMENT:** Janell Wilson moved to adjourn the meeting, supported by Jaclyn Tague. Motion carried unanimously. The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

________________________________________
Marlene Paavola, Acting Secretary
Arrowhead Head Start Policy Council

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