ATTENDANCE:

Dawn Suhonen  Chairperson
Jennifer Lund  HAP I Center/Policy Council Representative to AEOA Board of Directors
Dean Lindberg  Virginia I Center
Jaclyn Tague  Virginia III Combination Option/SPA Representative
Kristin Gustafson  Quad EHS Home Base/East Range EHS Home Base/Northern Tier EHS Home Base/Secretary
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  Mesabi East Center
Chisholm I Center  Mt. Iron-Buhl Combination Option
Chisholm II Combination Option  Two Harbors Combination Option
Ely Center  Virginia II Center
Eveleth-Gilbert I Center  Virginia Toddler Center/Virginia Family Child Care
Eveleth-Gilbert II Center  Hibbing EHS Home Base/West Range EHS Home Base/CHIC EHS Home Base/Hibbing A
HAP II Combination Option  Hibbing EHS Home Base/Hermantown EHS Home Base
Hibbing I Center  Lake County EHS Home Base/Hermantown EHS Home Base
Hibbing II Center  Carry-Over Parent Susan Lehto
Hibbing III Center  Carry-Over Parent Alphonso Buenaventura
Hibbing IV Center  Carry-Over Parent Shirley Vincent

I. CALL TO ORDER:  The Arrowhead Head Start Policy Council Meeting was called to order by Chairperson Dawn Suhonen at 9:35 a.m. on Wednesday, May 16, 2012, at United in Christ Lutheran Church in Eveleth, Minnesota.

II. ROLL CALL:  As members individually introduced themselves, roll call was taken showing six (6) members present. Jennifer Lund moved to conduct the meeting as an official meeting with those members in attendance so important business can be done, supported by Kristin Gustafson. Motion carried unanimously. The meeting was deemed official and decisions and rulings shall stand.

III. CORRECTION/APPROVAL OF APRIL 11, 2012 POLICY COUNCIL MINUTES:  Jaclyn Tague moved to approve the April 11, 2012 Policy Council Minutes as written, supported by Dean Lindberg. Motion carried unanimously.
IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Norman “Skip” Ferris requested the following changes to the Agenda:

- Under Item VIII. New Business, remove Item D. Classroom Guidelines for Children with Insulin Dependent Diabetes Policy/Procedure

- Under Item VIII. New Business, move Item B. SFY 2013 Minnesota Head Start Grant Application to the next order of Business

**Kristin Gustafson moved to approve the corrections/additions to the Agenda, supported by Jennifer Lund. Motion carried unanimously.**

V. **CORRESPONDENCE:** None.

VI. **REPORTS:**

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

**NATIONAL HEAD START ASSOCIATION (NHSA) SCHOLARSHIPS AND AWARDS:** The NHSA Scholarships and Awards are due by May 31, 2012. We are going to submit an application for the Head Start Alumni, High School Senior Scholarship for Austin Jarvis from Finland who was a Head Start graduate. He is planning to go to school in Hibbing for Culinary Arts. His goal is to own his own restaurant.

**2012-2013 BUSSING:** Discussions have begun with Arrowhead Transit for 2012-2013 bussing. At this time, bussing for the 2012-2013 program year will continue in Hibbing. Transit has indicated that they will charge the same rate for transit service for Hibbing as this year. We are working at expanding and will be meeting further with AEOA Transit. We should be able to let you know where and if we can expand bussing service by the June Policy Council meeting.

**COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT ARTICLE:** A CEHD Article was circulated which talked about the three (3) major grants dealing with early childhood that the State of Minnesota has received. The i3 Grant was featured in the article with pictures from our current Virginia Head Start sites. Policy Council members were encouraged to read the article.

**Kristin Gustafson moved to accept the Director Report, supported by Jennifer Lund. Motion carried unanimously.**

B. **FINANCIAL REPORT/FY 2011 FEDERAL HEAD START GRANT CLOSEOUT:** Nick Tuskan, AEOA Accountant, presented the 2011 Federal Head Start Grant Closeout Report. Copies of the AEOA Revenue and Expenses Report for March 1, 2012, through March 31, 2012, for the FY 2011 Federal Head Start Grant (Preschool Head Start, Early Head Start, and Early Head Start Expansion) included in the Policy Council folder handout was reviewed. The FY 2011 Federal Head Start Grant balance is $0. There was $710,000 In-Kind match reported. The actual In-Kind match received was $1.2 million. Our Administrative Costs were reported at 6.44%. The Federal government allows up to 15% of the total grant for Administrative Costs. Policy Council members discussed the FY 2011 Federal Head Start Grant Closeout Report. **Kristin Gustafson moved to accept the FY 2011 Federal Head Start Closeout Report, supported by Jennifer Lund. 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 $66,406.22; the YTD Actual Expenditures are $66,406.22; and the Balance is $2,025,768.78. 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 $22,528.71; the YTD Expenditures are $22,528.71; and the Balance is $726,509.29. 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 $68,055.04; the YTD Expenditures are $240,632.15; and the Balance is $311,893.85. The spending of this grant is on target with our planned expenditures and projections. We anticipate a $0 balance.

Dean Lindberg moved to accept the Financial Report, supported by Jennifer Lund. Motion carried unanimously.

C. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden presented the Community Relations Manager Report.

2012-2013 HEAD START AND EARLY HEAD START RECRUITMENT REPORT: The 2012-2013 Head Start and Early Head Start Recruitment Report included in the Policy Council folder handout was reviewed. Two (2) Family Advocates will be working on recruitment through June 29, 2012. Policy Council members discussed bussing not available affecting Head Start recruitment. Virginia I and II is our biggest problem. We want four (4) year olds in Virginia for the i3 Grant. The two (2) Family Advocates working through June 29, 2012, will focus in the Virginia and Eveleth area. It is recommended approving the Virginia I Center and Virginia II Center even though the number of eligible applications at this time are low.

2012-2013 SITE SELECTION: Based on the number of eligible applications, it is recommended that the following sites be approved for the 2012-2013 program year: Babbitt Combination Option, Chisholm I Center, Chisholm II Combination Option, Ely Center, Eveleth-Gilbert I Center, Eveleth-Gilbert II Center, HAP I Center, HAP II Combination Option, Hibbing I Center, Hibbing II Center, Hibbing III Center, Hibbing IV Center, Mesabi East Center, Mt. Iron-Buhl Combination Option, Two Harbors Combination Option, Virginia I Center, Virginia II Center, Virginia III Combination Option, Virginia Family Child Care, CHIC EHS Home Base, East Range EHS Home Base, Hermantown EHS Home Base, Hibbing EHS Home Base, Lake County EHS Home Base, Northern Tier EHS Home Base, Quad EHS Home Base, West Range EHS Home Base, and Virginia Toddler Center. Policy Council members discussed the recommendation. Jennifer Lund moved to approve the recommended sites for the 2012-2013 program year based on the number of eligible applications, supported by Kristin Gustafson. Motion carried unanimously.
Kristin Gustafson moved to accept the Community Relations Manager Report, supported by Jennifer Lund. Motion carried unanimously.

D. MINNESOTA HEAD START ASSOCIATION (MHSA) REPORT: Norman “Skip” Ferris reported on the Minnesota Head Start Association (MHSA) meeting held on May 8-9, 2012, in St. Cloud. The State Legislature passed and the Governor signed a bill that includes several child care licensing changes. A license holder will not be required to initiate a new background study when an individual returns to a position after a 90-day absence. The State bonding bill does not include funding for early childhood facilities. The proposed Federal 2013 budget has deep cuts to discretionary funding which would affect Head Start. The feeling is that nothing will be done with the budget until after the election. Early Head Start Health Educator Tracie Wilcox will be working on the Health Literacy Project. It was decided as an organization to oppose the picture ID for voting. There was a training on how to educate people on the importance of voting and getting parents registered to vote. Norman “Skip” Ferris attended a Program Self Assessment (PSA) process training. Western Kentucky University has a good PSA tool that we may use next year. The next MHSA meeting will be held in October, 2012. Jennifer Lund moved to accept the Minnesota Head Start Association (MHSA) Report, supported by Dean Lindberg. Motion carried unanimously.

E. AEOA BOARD OF DIRECTORS REPORT: Jennifer Lund reported on the AEOA Board of Directors Meeting held on April 18, 2012. Norman “Skip” Ferris presented our Monthly On-Going Monitoring Progress Report. Norman “Skip” Ferris added that Scott Zahorik is the new Housing Director. AEOA received Regional Housing Awards for the Youth Foyer, Home Ownership Program, and Lender Appreciation for Home Improvements. The Senior Carnival will be held on June 27, 2012, at the Range Recreation Civic Center in Eveleth, Minnesota. The FY 2012 Federal Head Start and Early Head Start Cost-of-Living Adjustment and Early Head Start Expansion Grant Application was approved. A 2.5% Cost-of-Living Adjustment (COLA) for non-union AEOA employees effective April 2, 2012 was approved. The following Resolutions were also approved:

- Purchase of Vehicles
- Transit Drug and Alcohol Revisions
- Minnesota Women’s Fund Planning Grant ($5,000)
- At Risk Youth Grant Proposal
- 403(b) Thrift Plan Language
- Lake County DEED (Department of Employment and Economic Development) Grant
- Blue Cross Foundation Grant

Kristin Gustafson moved to accept the AEOA Board of Directors Report, supported by Jaclyn Tague. Motion carried unanimously.

F. EARLY CHILDHOOD AND FAMILY ADVISORY COMMITTEE REPORT: Norman “Skip” Ferris reported on the Early Childhood and Family Advisory Committee Meeting held on March 9, 2012. Meeting minutes were included in the Policy Council folder handout. School Readiness Framework was discussed. We are creating our goals which are aligned with the COR. They will also include the PQA, CLASS and Head Start Framework. Parent surveys have been collected and tallied. Results of the surveys were reviewed. Our EHS school readiness goals will be aligned with the state standards and the COR characteristics. There was discussion on the COR, Performance Evaluations, and the lost child incident. The Education and Early Childhood Development Service Plan was reviewed.
Dawn Suhonen reported on the Early Childhood and Family Advisory Committee Meeting held on May 11, 2012. School Readiness Goals were discussed. Surveys have been tallied and we are waiting for the individual school districts to return their goals on what they would like to see the Head Start children know when entering Kindergarten. We will be adding all the COR categories in the fall 2012. Program Discussion included:

- Parent, Family, and Community Engagement
- Family Partnership Process, Timelines, Responsibilities
- Dawn asked if Skip could check with Lindsay Molstead on the Minnesota Reading Corporation possible literacy opportunity to our program
- Possible change for Family Advocates to bring the application to the initial home visit to update any changes to the application
- Class lists to be given to Family Advocates and Combo Managers when families are enrolled into a class. Be able to start building a relationship sooner.

The Family Partnership Service Plan was reviewed. Changes included wording; added bullets to make plan easier to read and understand; when does the family partnership begin between the family and Head Start program; appropriate timelines; and person(s) responsible for the Task-Activity.

**FACILITIES, MATERIALS AND EQUIPMENT SERVICE PLAN:** Dawn Suhonen reported on the minor wording and formatting changes to the Facilities, Materials and Equipment Service Plan. Jennifer Lund moved to approve the updated Facilities, Materials and Equipment Service Plan, supported by Kristin Gustafson. Motion carried unanimously.

**EDUCATION AND EARLY CHILDHOOD DEVELOPMENT SERVICE PLAN:** Dawn Suhonen reported that the school readiness goals and safety policies and procedures were added to the Education and Early Childhood Development Service Plan. There were minor wording and formatting changes to the Plan. Jennifer Lund moved to approve the updated Education and Early Childhood Development Service Plan, supported by Kristin Gustafson. Motion carried unanimously.

**FAMILY PARTNERSHIP SERVICE PLAN:** Dawn Suhonen reported on the actual time frame and person(s) responsible changes to the Family Partnership Service Plan. There were also minor wording and formatting changes to the Plan. Kristin Gustafson moved to approve the updated Family Partnership Service Plan, supported by Dean Lindberg. Motion carried unanimously.

**G. DISABILITIES/MENTAL HEALTH COMMITTEE REPORT:** Jennifer Lund reported on the Disabilities/Mental Health Committee Meeting held on April 19, 2012. The Committee reviewed program data for the current year as of April, 2012. The Committee was provided with Disability and Mental Health component up-dates.

**DISABILITIES SERVICE PLAN:** The Committee reviewed the Disabilities Service Plan and made changes to the plan. The Committee approved the changes. Kristin Gustafson moved to approve the updated Disabilities Service Plan, supported by Dean Lindberg. Motion carried unanimously.

**MENTAL HEALTH SERVICE PLAN:** The Committee reviewed the Mental Health Service Plan and made changes to the plan. The Committee approved the changes. Kristin Gustafson
moved to approve the updated Mental Health Service Plan, supported by Dean Lindberg. Motion carried unanimously.

Suggestions from the Committee includes: Continuing with Office Staff and Consultant’s flyers so that parents know who these Staff and Consultants are; Mental Health Consultants come to the Policy Council Orientation during the “Meet the Office Staff” section; Mental Health Consultants provide more presentations at site parent meetings; consider an extra staff person in the Combo options as it can be very difficult to meet all the needs of children with two (2) staff. Jennifer provided information on a Mental Heath First Aide certification training.

H. PARENT/COMMUNITY REPRESENTATIVE REPORTS:
EVELETH-GILBERT II CENTER: Kristin Gustafson reported on their field trip to the park and picnic. There was a good parent turnout.

QUAD EHS HOME BASE: Kristin Gustafson reported they have a field trip to Duluth planned in June.

HAP I CENTER/HAP II COMBINATION OPTION: Jennifer Lund reported on the HAP I Center field trip to the Park Point playground. HAP I Center and HAP II Combination Option had an ice cream event today. She reported on their parent meeting held right after class with science activities for the children. There was a good parent turnout at the meeting.

VIRGINIA III COMBINATION OPTION: Jaclyn Tague reported on their graduation held today. There was a good turnout.

VIRGINIA I CENTER: Dean Lindberg reported on their graduation held in the high school cafeteria and their graduation DVD. He reported on their field trips to the bowling gardens and the Bois Forte Heritage Center with lunch at Fortune Bay.

VII. OLD BUSINESS:
A. NOTICE OF DEFICIENCY FOLLOW-UP: Norman “Skip” Ferris reported that the Head Start Review Report was received on May 11, 2012. The Corrective Action Plan we put into place was approved. No further corrective action is required. We are still waiting to hear from the Minnesota Department of Human Services, Licensing Division.


C. PARENT ACTIVITY FUND: Norman “Skip” Ferris has nothing to report.

D. SCHOOL READINESS: Norman “Skip” Ferris reported that we are working on our School Readiness Goals. The parent surveys will be incorporated into our goals. We are receiving surveys from Kindergarten teachers. Our School Readiness Goals will be presented to the Policy Council for approval.
E. **PARENT, FAMILY AND COMMUNITY ENGAGEMENT:** Norman “Skip” Ferris reported that Kristine Norberg will be moving into this component. Parent, Family and Community Engagement Goals will need to be identified. They will need to be intertwined with School Readiness Goals.

VIII. **NEW BUSINESS:**

A. **2012-2013 SITE SELECTION:** Norman “Skip” Ferris reported the 2012-2013 Site Selection was done earlier on the agenda.

B. **SFY 2013 MINNESOTA HEAD START GRANT APPLICATION:** Norman “Skip” Ferris reported that the SFY 2013 Minnesota Head Start Grant application is due May 31, 2012. Our SFY 2013 Minnesota Head Start Grant allocation is $498,651. This is a 9% cut ($53,875) less than last year. We will be serving seven (7) less children. The biggest reason there was a cut is that the census data showed our service area lost population. We will serve 20 children in Chisholm I Center; 13 children in Chisholm II Combination Option; 10 children in Hibbing A; 7 children in Virginia Family Child Care; 7 children in EHS CHIC Home Base will be state children; and 3 children in Two Harbors Combination Option will be state children. We are not eliminating any current sites. Norman “Skip” Ferris explained each line item and budgeted amount of the SFY 2013 Minnesota Head Start Grant Budget draft included in the Policy Council folder handout. Policy Council members discussed the SFY 2013 Minnesota Head Start Grant Application. **Jaclyn Tague moved to approve the SFY 2013 Minnesota Head Start Grant Application in the amount of $498,651 to serve 60 children, supported by Kristin Gustafson. Motion carried unanimously.**

C. **EDUCATION QUALIFICATIONS FOR CENTER STAFF AND HOME VISITORS POLICY/PROCEDURE:** Norman “Skip” Ferris reviewed the Education Qualifications for Center Staff and Home Visitors Policy/Procedure included in the Policy Council folder handout. This policy is to ensure the hiring and placement of qualified Head Start teaching staff in all program options. This Policy/Procedure will put us in full compliance with federal requirements. Policy Council members discussed the Education Qualifications for Center Staff and Home Visitors Policy/Procedure. **Jaclyn Tague moved to approve the Education Qualifications for Center Staff and Home Visitors Policy/Procedure, supported by Kristin Gustafson. Motion carried unanimously.**

D. **2012 HEAD START STRATEGIC PLANNING:** Norman “Skip” Ferris reported that the 2012 Head Start Strategic Planning will be held on May 24, 2012, from 9:00 a.m. to 3:00 p.m. at AEOA in Virginia, Minnesota. Head Start goals for next year will be identified at this meeting. If interested in attending, let Norman “Skip” Ferris know no later than Friday, May 18, 2012.

F. **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported that the next Policy Council Meeting is scheduled for Wednesday, June 6, 2012, at 9:30 a.m. at AEOA in Virginia, Minnesota. The annual Policy Council Recognition and Policy Council Meeting is scheduled for Tuesday, August 7, 2012.
IX. **MISCELLANEOUS DISCUSSION:** Jaclyn Tague reported on Minnesota Head Start Association (MHSA) Voter Registration training. She is recruiting other parents to help her on a project to get parents voter registration information. Kristin Gustafson and Jennifer Lund volunteered to help her with this project. Norman “Skip” Ferris asked that Jaclyn Tague put a project plan together for his approval.

X. **ADJOURNMENT:** Kristin Gustafson moved to adjourn the meeting, supported by Jaclyn Tague. **Motion carried unanimously.** The meeting was adjourned at 12:15 p.m.

Respectfully submitted,

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Kristin Gustafson, Secretary
Arrowhead Head Start Policy Council

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