I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Secretary Hershelee Morton at 9:35 a.m. on Wednesday, May 1, 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 ten (10) members present. A quorum was established.

III. CORRECTION/APPROVAL OF April 3, 2012 POLICY COUNCIL MINUTES: Spelling corrections were made. Missy Siether-Keast moved to approve the April 3, 2013 Policy Council Minutes, supported by Kristin Gustafson. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: None
VII. REPORTS:

A. DIRECTOR REPORT: Norman “Skip” Ferris III presented the Director’s report. The final reduction amount after sequestration is 5.27%. There will be one less child served bringing the total enrollment reduction to 20. Transition has begun between Head Start and the School Districts for those children that will be entering Kindergarten this fall. Recruiting for the 2013-2014 school year is in progress. Pre-school classrooms will be determined by June for this fall. The January, February and March CACFP (Child and Adult Care Food Program) totals were reported: In January, we received a reimbursement of $15,881.85 for 2937 Breakfasts, 3504 Lunches, and 655 Snack. In February, we received a reimbursement of $16,116.99 for 3025 Breakfasts, 3538 Lunches, and 647 Snacks. In March, we received a reimbursement of $17,022.63 for 3174 Breakfasts, 3753 Lunches, and 661 Snacks.

Doreen Simone moved to approve the Director’s report, supported by Melissa Siether-Kiest. Motion carried unanimously.

B. FINANCIAL REPORT: Skip presented the Financial Report. The AEOA Encumbrance Budget Reports for April 1, 2013, through April 30, 2013, for the FY 2013 Federal Preschool Head Start Grant, FY 2013 Federal Early Head Start Grant, and SFY 2012 MN Head Start Grant, and the Arrowhead Head Start Credit Card Report included in the Policy Council folder handout were reviewed. 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 $93,584.87; the YTD Actual Expenditures are $93584.87; the YTD Encumbrance is 0.00; and the Balance is $2,013,459.13. 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 $34,899.99; the YTD Actual Expenditures are $34,899.99; the YTD Encumbrance is $0.00 and the Balance is $900,518.01. 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 $45,887.67; the YTD Expenditures are $216,026.44; the YTD Encumbrance is $4335.57, and the Balance is $216,026.44. The spending of this grant is on target with our planned expenditures and projections. Melissa Siether-Kiest moved to accept the Financial Report, supported by Doreen Simone. Motion carried unanimously.
C. COMMUNITY RELATIONS MANAGER REPORT: Skip presented the recruitment report for Jerry Crittenden. It is still early in the recruiting process so no decisions have been made regarding sites for this fall. The MSHA Parents Conference was held at Cragun’s Resort April 9, 2013. Melissa summarized the workshops she attended at the conference. She will put together a report for Colors, a personality assessment she learned at the conference and will give them to anyone interested. Kristin Gustafson moved to accept the Community Relations Manager’s Report, supported by Doreen Simone. Motion carried unanimously.

D. EARLY CHILDHOOD & FAMILY ADVISORY COMMITTEE REPORT: There were no minutes to report on. We will have them at the next meeting.

E. DISABILITIES/MENTAL HEALTH COMMITTEE REPORT: Debra Fisher presented the minutes from the Disabilities and Mental Health Committee. The Disabilities Service Plan was discussed. Revisions were made including changes of manager duties, Region 3 reorganization with child find and interagency tasks, and Child Observation Record (COR) assessment for children with disabilities. The revisions were approved. Deb presented the changes in the Post partum Depression Screening policy. Program data for the number of children with an IEP/IFSP were reported for disabilities as well as current data for mental health services. A TACSEI and Mental Health Consultants update was provided. A list of recommendations for next fall was also presented. Kristin Gustafson moved to accept the Disabilities & Mental Health Committee Report, supported by Doreen Simone. Motion carried unanimously.

H. PARENT/COMMUNITY REPRESENTATIVE REPORTS

VIRGINIA III COMBO: Kristin Gustafson reported that they have had training on computers, resume writing and interviews. The class will be going to Twistars for gymnastics.

HIBBING III CENTER: Doreen Simone reported they took a field trip to the police station. Planned field trips include visiting the Hibbing Dental Clinic and a farm.

EVELETH GILBERT II CENTER: Missy Seither-Keast reported they are working on Kindergarten Round Up and the end of the year picnic.

TWO HARBORS COMBINATION OPTION: Jackie Jordan reported that they attended a health fair and the park. They are also getting ready for graduation and Kindergarten Round Up.

VIRGINIA I & II: Joe Paschke reported the local community will be hosting a truck and car night.

MT IRON BUHL: Hershelee Morton reported they have been learning about animals, they had a bingo night, took a trip to Twistars. They will be going to Super One and KFC to learn about food.

HIBBING I: Mary Wentland reported their class walked to Pizza Ranch, had their Kindergarten Round Up and rode the bus to the new school. They also went to Zimmy’s and went bowling.

BOB LARKIN: No Directors meeting was held. Resolutions were approved via email.
VII. OLD BUSINESS:

A. SERVICE PLANS: Skip presented the Service Plan for 1304.53 Facilities, Materials, and Equipment for approval from the Policy Council. Kristin Gustafson approved the Facilities, Materials, and Equipment Plan, supported by Doreen Simone. Motion carried unanimously.

Skip presented the Service Plan for 1304.50 Program Governance for approval from the Policy Council. Doreen Simone approved the Program Governance Plan, supported by Kristin Gustafson. Motion carried unanimously.

Skip presented the Service Plan for 1304.51 Management Systems and Procedures for approval from the Policy Council. Doreen Simone approved the Management Systems and Procedures Plan, supported by Kristin Gustafson. Motion carried unanimously.

Skip presented the Service Plan for 1304.52 Human Resources Management for approval from the Policy Council. Doreen Simone approved the Human Resources Management Plan, supported by Kristin Gustafson. Motion carried unanimously.

B. RE-COMPETITION: Skip reported there is no update available at this time.

C. PROGRAM SELF ASSESSMENT (PSA): Skip reported that he and Jerry Crittenden will be looking at the findings to be used for strategic planning.

D. PARENT ACTIVITY FUND: Mt. Iron Buhl is having a manners theme and they purchased manner books. Virginia II went to Boise Fort for a cultural tour.

E. SCHOOL READINESS: Skip reported we are currently working with the school districts to align curriculum with the Minnesota Indicators of Progress. Head Start has already aligned our curriculum.

F. PARENT, FAMILY AND COMMUNITY ENGAGEMENT: Skip reported that we are still working on our goals and are using the information gathered at the All Staff Training Head Start had on March 22, 2013. Our T/TA Specialist worked with the Management Team on April 23, 2013 on our goals.

VIII. NEW BUSINESS:

A. POLICIES & PROCEDURES: Deb Fisher presented the Postpartum Depression Screening: Mental Health Services policy and approval by the Policy Council. Doreen Simone approved the policy and procedure supported by Kristin Gustafson. Motion carried unanimously.

Deb Fisher presented the Child Care Payment Process Policy/Procedure for Policy Council approval. Kristin Gustafson moved to approve the Child Care Payment Process, supported by Doreen Simone. Motion carried unanimously.

Skip presented the Transition and Transfer of Early Head Start Children Procedure for Policy Council approval. Kristin Gustafson moved to approve the Transition and Transfer of Early Head Start Children Procedure, supported by Doreen Simone. Motion carried unanimously.
B. **SFY 2014 FUNDING APPLICATION:** Skip reported that we are receiving the same funding level as last year. Virginia Family Child Care will be closing the end of June. Eveleth Gilbert I and Babbitt will remain state sites. CHIC EHS and Two Harbors Combo will have a mix of Federal and State enrollments we plan to place six kids in a home base option for pre-school. The budget plan was discussed. **Kristin Gustafson moved to approve the budget plan, supported by Doreen Simone. Motion carried unanimously.**

C. **2013-2014 SITE SELECTIONS:** Tabled until the June Meeting.

D. **2013 STRATEGIC PLANNING:** Skip reported the date is May 10, 2013 from 9:00 a.m. to 2:00 p.m. at the United In Christ Church. Policy Council members have been invited to participate.

E. **POLICY COUNCIL MEETING SCHEDULE:** Skip reported that the next Policy Council meeting is scheduled for Wednesday June 12, 2013, from 9:30 a.m. to 12:00 p.m. and Wednesday August 14, 2013 from 9:30 a.m. to 12:00 p.m. at AEOA in Virginia, Minnesota.

IX. **MISCELLANEOUS DISCUSSION:** Skip reported that Chrystal Peipus, MI-B Teacher Assistant has successfully completed her probation. This was an item that the Policy Council requested a follow-up with. Discussion from a couple of Policy Members indicated the good work Chrystal has been doing in the classroom. **Doreen Simone moved that due to Chrystal’s successful completion of her probation, the Policy Council fully supports Chrystal’s hiring and continued employment in Head Start, supported by Missy Seither-Keast. Motion carried unanimously.**

X. **ADJOURNMENT:** Doreen Simone moved to adjourn the meeting, supported by Missy Seither-Keast. **Motion carried unanimously.** The meeting was adjourned at 12:05 p.m.

Respectfully submitted,

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Tracy Sandnas
Finance & Administrative Assistant

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