The Policy Council meeting was held on May 6, 2015 at AEOA in conference room 2 Virginia, Minnesota.
I. **CALL TO ORDER:** The Arrowhead Head Start Policy Council Meeting was called to order by Bailey Pommier, Policy Council Member, at 9:35 a.m. on Wednesday, May 6, 2015.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 6 members present. A quorum was not established. Policy Council bylaws state in 4.7(f), When a quorum is not established for a scheduled meeting, a Policy Council member may make a motion to conduct an official meeting with those members present so important business can be done. The motion must receive a second and passed unanimously by those in attendance. If approved, the meeting shall be deemed official. Decisions and rulings shall stand. If the motion lacks a second or is not passed unanimously, then an official meeting will not take place and no decisions will be made. **Geramy Arntson moved to conduct an official meeting, supported by Cathy Zelinski. Motion carried unanimously.**

III. **CORRECTION/APPROVAL OF April 1, 2015 POLICY COUNCIL MINUTES:** None. **Cathy Zelinski moved to approve the April 1, 2015 Policy Council Minutes as written, supported by Bob Larkin. Motion carried unanimously.**

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Parent/Community Representative Reports was moved to its correct position under NEW BUSINESS. **Cathy Zelinski moved to move The Parent/Community Representative reports under NEW BUSINESS, supported by Geramy Arntson. Motion carried unanimously.**

V. **CORRESPONDENCE:** None.

VI. **REPORTS:**
A. **DIRECTOR’S REPORT:** Norman “Skip” Ferris III presented the Directors Report. Next week is the last week of Head Start classes. Skip will be attending an Early Head Start/Childcare Partnership Orientation in Chicago all next week. Members are encouraged to keep sending letters to their legislatures to back possible extra State funding dollars. Skip passed out a letter to members from the MN Head Start Association to the Education Conference Committee at the MN State Legislature Capitol urging them to include Head Start funding in their comprehensive education budget proposal. Skip let members know the Babbitt K-Ready program was a success and we will be continuing our partnership into the next program year. Skip is still working with the South Ridge School to replicate the K-Ready program. We are still waiting to get applications in from Floodwood. Eveleth-Gilbert would also like to do some partnering with Head Start. Sharing resources provides more opportunities for our Head Start Kids. Skip attended a Northland Foundation Early Childhood Summit, on April 23rd, as part of the Virginia team. The theme of the Summit was the Pre-K to 3rd grade model. Our Region V
Program Specialist Katrina Neal will not be visiting us on June 1st & 2nd. Her visit is postponed until next school year due to our program not being a full year program. AEOA is currently involved in a wage comparability study, where the consultant has recommended a new grading system for AEOA staff. Skip will keep members posted as the study moves forward. **Geramy Arntson moved to accept the Director’s Report, supported by Cathy Zelinski. Motion carried unanimously.**

A. **FINANCIAL REPORT:** Skip presented the Financial Report.

**FY 2014 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $1,509,131.00 is for the period from July 1, 2014, through March 31, 2015. The Current Period Actual Expenditures are $259,252.41; the YTD Actual Expenditures are $1,394,101.53; the YTD Encumbrance is $0.00; and the Balance is ($30,349.72). Spending of this grant is on target with our planned expenditures and projections.

**FY 2014 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $817,810.00 is for the period from July 1, 2014, through March 31, 2015. The Current Period Actual Expenditures are $130,700.36; the YTD Actual Expenditures are $770,366.75; YTD Encumbrance $0.00 and the Balance is $47,443.25. Spending of this grant is on target with our planned expenditures and projections. The $17,093.53 surplus will close the grant with a memo to expense technology from the MN State grant in error to the Federal grant.

**SFY 2015 MN HEAD START GRANT:** This grant in the amount of $498,148.00 is for the period from July 1, 2014, through June 30, 2015, the Current Period Actual Expenditures are $115,248.81; the YTD Expenditures are $444,310.77; YTD Encumbrance is $0.00; and the Balance is $46,837.23. Spending of this grant is on target with our planned expenditures and projections.

**FY 2015 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $2,026,187.00 is for the period from April 1, 2015, through March 31, 2016. The Current Period Actual Expenditures are $171,239.65; the YTD Actual Expenditures are $171,239.65; the YTD Encumbrance is $9,110.43; and the Balance is $1,845,836.92. Spending of this grant is on target with our planned expenditures and projections.

**FY 2015 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $1,054,699.00 is for the period from April 1, 2015, through March 31, 2016. The Current Period Actual Expenditures are $67,158.51; the YTD Actual Expenditures are $67,158.51; YTD Encumbrance $0.00 and the Balance is $987,540.49. Spending of this grant is on target with our planned expenditures and projections.
CREDIT CARD REPORT: Skip presented the credit card report. Credit card expenditures and payments were reviewed. Geramy Arntson moved to accept the Financial Reports, supported by Janet Burke. Motion carried unanimously.

B. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden shared that he has not received all of the enrollment information in for next year yet. He presented the recruitment plan to members as well as the steps of the recruitment plan. Geramy Arntson moved to accept the Community Relations Report and the Recruitment plan, supported by Janet Burke. Motion carried unanimously.

C. AEOA EXECUTIVE COMMITTEE MEETINGS-MARCH 18 & APRIL 8, 2015 Skip reported that Head Start had nothing to present at either of these meetings. A retirement and bonus package for the AEOA Executive Director, Assistant Executive Director, Finance Director and the Sr. Services Director was approved by the Executive Committee in April. It now moves to the full AEOA Board for their approval at the June Board Meeting. Janet Burke moved to accept the AEOA Executive Committee Meeting Report, supported by Cathy Zelinski. Motion carried unanimously.

VII. OLD BUSINESS:
A. FY 2016 HEAD START FUNDING APPLICATION: Skip informed members that the Policy Council Executive Committee met on April 21, 2015 at AEOA at 9:30 a.m. Skip presented the proposed MN State Budget on the Smart board. The Executive Committee recommended the full Policy Council approve the proposed MN State Budget. Cathy Zelinski moved to accept the approval of the MN State Proposed Budget, supported by Janet Burke. Motion carried unanimously.

B. EHS/CHILD CARE PARTNERSHIP GRANT UPDATE: Skip reported that he and Kelly Hill have been attending meetings. The partnership will continue to work on this project with the TALK partnership.

C. STATE EARLY CHILDHOOD BONDING FUNDING APPLICATION- Skip updated members that $650,000 in bonding funds was approved. A contractual agreement still needs to be put into place between the Virginia school district and the State of Minnesota.
D. **POLICY COUNCIL MEMBERSHIP:** The Policy Council Representatives for HAP II and Hibbing III has missed 3 unexcused meetings. Policy Council Bylaws state that a representative will be removed after 3 unexcused absences. **Cathy Zelinski moved to have HAP II and Hibbing III find a new Policy Council Representative, supported by Geramy Arntson.** Motion carried unanimously.

E. **SCHOOL READINESS:** Skip informed members that Kelly Hill will be sharing the updated School Readiness goals with Policy Council members at a future meeting.

F. **PARENT FAMILY COMMUNITY ENGAGEMENT (PCFE):** We are still working on our goals.

VIII. **NEW BUSINESS:**

G. **REGION V PROGRAM SPECIALIST VISIT-JUNE 1-2, 2015:** Skip let members know that this is cancelled until the next program year.

H. **AEOA BOARD REPRESENTATIVE FROM POLICY COUNCIL:** Kris Edstrom was hired by AEOA so she no longer qualifies to be our representative. Bailey Pommier nominated Cathy Zelinski supported by Geramy Arntson. Geramy Arntson made a motion to close the nominations, supported by Janet Burke. Cathy Zelinski is our new AEOA Board Representative from Policy Council.

I. **SPA REPRESENTATIVE FROM POLICY COUNCIL:** Cathy Zelinski made a motion to move Geramy Arntson from the SPA Alternate to the SPA Representative supported by Janet Burke.

J. **BYLAWS/MEETING SCHEDULE:** Skip shared the meeting schedule changes that were discussed at the Policy Council Executive Committee that was held on April 21, 2015. We are hoping it will boost attendance at meetings. The Executive Committee recommended the meeting schedule changes to the full Policy Council. A preliminary vote was held and members supported the meeting changes. A final vote will be taken at the meeting in June. **Geramy Arntson moved to approve the preliminary vote, supported by Janet Burke.** Motion carried unanimously.

K. **STRATEGISE PLAN 3RD QTR. ACTION REPORT:** Skip asked members for permission to add this to the agenda. Skip presented the report to members. We have made progress in all of our plans. **Geramy Arntson moved to accept the Strategic Plan 3rd Qtr. Action Report, supported by Janet Burke.** Motion carried unanimously.
D. **SERVICE PLANS-JUDY KELLY**- Judy Kelly presented members with the basics of the Performance Standards as they relate to the Disability and Mental Health service plans. Judy recommended that the current service plans placed into effect in May of 2014 continue to stay in place until a replacement is hired for her position. Judy is retiring June 12, 2015. **Geramy Arntson moved to accept the continuation of the current Disability Service Plan, supported by Cathy Zelinski. Motion carried unanimously.** Janet Burke moved to accept the continuation of the current Mental Health Service Plan, supported by Geramy Arntson. **Motion carried unanimously.**

E. **PARENT/COMMUNITY REPRESENTATIVE REPORTS**-
   a. Babbitt- graduation is next week. The class has been going on field trips around town. They have visited the Fire Department, City Garage, Lossing’s Hardware store, and the Public Library.
   b. Virginia II- Teacher Doris has been doing silhouette pictures and walking field trips.
   c. PSHB & East Range EHS HB-Today is the last home visit for PSHB.
   d. Eveleth-Gilbert- The class has been walking to the park and graduation is next week.

F. **POLICY COUNCIL MEETING Wednesday, June 10, 2015; August 12, 2015**- The meeting will be held at the AEOA Conference Room from 9:30 a.m. to 12:00 p.m. Policy Council

IX. **MISCELLANEOUS DISCUSSION:** None

X. **ADJOURNMENT:** Geramy Arntson moved to adjourn the meeting, supported by Janet Burke. **Motion carried unanimously.** The meeting was adjourned at 11:25 p.m.

Respectfully submitted,

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Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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