ARROWHEAD HEAD START POLICY COUNCIL MINUTES
MAY 7, 2014

ATTENDANCE:
Kristin Gustafson Chairperson
Kris Edstrom Mesabi East Center
Jenna Johnston Two Harbors Center
Angie Pike Virginia II Center
Amber Skinner Hermantown EHS & Lake County
Mary Wentland Carry Over Parent
Cheryl Zillmer Ely Center
Toni Blain Hibbing III
Jenny Anderson Hibbing IV Center
Erin Shay Community Representative – United Way
Bob Larkin Representative from AEOA Board
Norman “Skip” Ferris III Head Start Director
Tracy Sandnas Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
Babbitt Combination Center (open)
Carry Over Parent-Ramona Vitali-Excused
Chisholm I-Excused
Eveleth-Gilbert Center-Excused
HAP I Center
HAP II Center-(Excused)
Hershelee Morton Carry Over Parent
Hibbing I Center
Hibbing II (open)
Mt. Iron-Buhl Combination-Excused
Northern Tier EHS HB/CHIC EHS HB (open)
Quad EHS HB & East Range EHS HB-Excused
Virginia I
Virginia III
Virginia Toddler Center-(Excused)
I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Kristin Gustafson, Chairperson, at 9:40 a.m. on Wednesday, May 7, 2014, at AEOA Virginia, MN in Conference Room 2.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing 11 members present. A quorum was established.

III. CORRECTION/APPROVAL OF APRIL 9, 2014 POLICY COUNCIL MINUTES: Kris Edstrom moved to approve the April 9, 2014 Policy Council Minutes as written, supported by Bob Larkin. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: State Grant and Strategic planning added under new business. CORRECTION/ADDITIONS TO AGENDA: Kris Edstrom moved to approve the additions to the agenda, supported by Jenna Johnston. Motion carried unanimously.

V. CORRESPONDENCE: None

VII. REPORTS:
A. DIRECTOR’S REPORT: Norman “Skip” Ferris III presented the Directors Report. Skip shared the Early Head Start Child Care Partnerships possibility. We will be looking into this program further. The current state bonding in the house is at five million dollars with three million dollars going to the YMCA in the cities. The Northland Foundation is supporting a Pre-K to 3rd grade initiative. It will continue leadership teams in Hermantown, Proctor, and Two Harbors. The Early Childhood Summit was held April 24th in Duluth with Kristie Krauez as guest speaker. Skip is now a member of the St. Louis County Family Service Collaborative Committee for the Southern Cluster. Kris Edstrom moved to accept the Director’s Report, supported by Cheryl Zillmer. Motion carried unanimously.


**FY 2013 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of 2,458,663 is for the period from April 1, 2013, through June 30, 2014. The Current Period Actual Expenditures are $216221.41; the YTD Actual Expenditures are $2,087,518.20; the YTD Encumbrance is $1000.00; and the Balance is $370,144.80. Spending of this grant is on target with our planned expenditures and projections. This budget was extended by the Office of Head Start due to our program in Cohort 2 of DRS.

**FY 2013 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $1,170,986.00 is for the period from April 1, 2013, through June 30, 2014. The Current Period Actual Expenditures are $87,943.69; the YTD Actual Expenditures are $928,262.43; YTD Encumbrance $6,817.56 and the Balance is $235,906.01. Spending of this grant is on target with our planned
expenditures and projections. This budget was extended by the Office of Head Start due to our program in Cohort 2 of DRS.

**SFY 2014 MN HEAD START GRANT:** This grant in the amount of $498,651 is for the period from July 1, 2013, through June 30, 2014, the Current Period Actual Expenditures are $63,230.70; the YTD Expenditures are $336,363.40; and the Balance is $241.92. 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. *Kris Edstrom moved to accept the Financial Reports, supported by Angie Pike. Motion carried unanimously.*

**COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden gave his recruitment report and explained the process to members. We are currently on target. *Toni Blain moved to accept the Community Relations Report, supported by Jenna Johnston. Motion carried unanimously.*

**AEOA BOARD OF DIRECTORS REPORT:** Skip and Kris Edstrom presented a summary of the meeting held April 16, 2014. Housing received the Platinum Lending Award from MHFA, the highest award that can be received. A discussion was held on the AEOA bonding bill. A Cost of Living Adjustment was approved for all staff at 3%, with approval of the 1.7% from Head Start. Transit will be purchasing 10 new busses. United Way donated funds to the Two Harbors food shelf in the amount of $7000.00. *Jenna Johnston moved to accept the AEOA Board of Directors Report, supported by Cheryl Zillmer. Motion carried unanimously.*

**MHSA (MINNESOTA HEAD START ASSOCIATION) PARENT CONFERENCE:** Mary Wentland presented a summary of the parent conference. The conference focused on parents rather than children. It is important for parents to make decisions about how they want to raise their children and not to be told how they should raise their children.

**DISABILITIES/MENTAL HEALTH COMMITTEE MEETING:** Kristin Gustafson, Deb Fisher, and Judy Kelly reported on the performance standards and gave a summary of the meeting. Bob Larkin suggested putting together an acronyms glossary to enable all to know what the acronyms stand for. *Kris Edstrom moved to accept the Disabilities/Mental Health Committee Meeting Minutes, supported by Cheryl Zillmer. Motion carried unanimously.*

**HEALTH ADVISORY COMMITTEE:** Chuck Neil presented the minutes from the Health Advisory Committee Meeting. *Kris Edstrom moved to accept the Health Advisory Committee Meeting Minutes, supported by Jenna Johnston. Motion carried unanimously.*

**PARENT/COMMUNITY REPRESENTATIVE REPORTS:**
- **Virginia I**- The class has graduation May 8, 2014 and they will be visiting Kindergarten.
- **Hibbing IV**- The Class has graduation May 15, 2014 and they went on a field trip to Pizza Ranch.
- **Virginia II**- The class has graduation on May 15, 2014. Angie Pike made shirts for the class. The weather has been too cold to release the butterflies. The class handed out flowers to the teachers in honor of May Day.
Mesabi East - The class ate breakfast in the cafeteria with the kindergartners. Graduation will be May 15, 2014.

Two Harbors - The class has graduation May 14, 2014. They took a field trip to the park but it was too cold to stay and play.

Lake County EHS - Went to the park but it was too cold.

Hibbing III - The class is working on graduation.

Ely - The class will be having graduation and lunch in the cafeteria with the kindergartners. The class also went on a field trip to the dentist and learned how maple syrup is made.

United Way - Erin Shay had an advisory meeting with those involved in child care as well as those lacking in child care. They are trying to come up with solutions. Camp Chicigami is losing its space so Doug Ellis is trying to find them a new space.

VIII. OLD BUSINESS:
A. DRS (Re-Competition) Update: No updates at this time.

B. SEQUESTRATION/COST OF LIVING ADJUSTMENT (COLA) APPLICATION: Skip reported that the application is due 05/15/14 for the State Grant and 05/21/14 for the Sequestration/cola application.

C. PARENT ACTIVITY FUND: Mountain Iron Buhl bought books on bullying and the Virginia Toddler Center bought books on self confidence and being a good friend to build the foundation to help a child make the choice to not bully another child.

D. SCHOOL READINESS: Skip reported that we are working on our school readiness goals to include the COR Advantage.

E. PARENT FAMILY COMMUNITY ENGAGEMENT (PFCE): None

IX. NEW BUSINESS:
A. VAN PURCHASES - Skip presented the purchase of 3 new vans for Head Start. Head Start currently has extra funds due to the extension on the grant. The money can’t be carried over so it needs to be spent. The vans will be for Head Start staff and parent travels. Skip talked to the grants management specialist at Region V and has the approval to request the vans and do a new budget. Toni Blain moved to accept the Van Purchases, supported by Kris Edstrom. Motion carried unanimously.

B. PLAYGROUND PURCHASE: Skip presented the purchase of playground equipment for Virginia. Head Start has extra funds due to the extension on the grant. The money can’t be carried over so it needs to be spent. Toni Blain moved to accept the Playground Purchase, supported by Cheryl Zillmer. Motion carried unanimously.

C. SERVICE PLANS - Deb Fisher presented the Mental Health Service Plans and Kristin Gustafson read the revisions. Toni Blain moved to accept the Mental Health Service Plans, supported by Angie Pike. Motion carried unanimously. Judy Kelly presented the Disabilities Service plans and Kristin
Gustafson read the revisions. **Kris Edstrom moved to accept the Disability Service Plans, supported by Cheryl Zillmer. Motion carried unanimously.**

**D. NEXT POLICY COUNCIL MEETING Wednesday, June 11, 2014:** The meeting will be held at AEOA in conference room 2 in the basement from 9:30 a.m. to noon.

X. **MISCELLANEOUS DISCUSSION:** None

XI. **ADJOURNMENT:** Jenna Johnston moved to adjourn the meeting, supported by Cheryl Zillmer. **Motion carried unanimously.** The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

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Tracy Sandnas, Finance and Administrative Assistant
Arrowhead Head Start

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