ATTENDANCE:

Arthur Schoonmaker  Chairperson
Dawn Suhonen     Eveleth-Gilbert II Center/Vice Chairperson-Parliamentarian
Jennifer Lund    HAP I Center
Ember Peterson   HAP II Combination Option
Sherri Elg       Hibbing I Center/SPA Alternate
Melissa Krize    Mt. Iron-Buhl Combination Option
Dean Lindberg    Virginia I Center
Jaclyn Tague     Virginia III Combination Option/SPA Representative
Dawn Schoonmaker Lake County EHS Home Base/Hermantown EHS Home Base/
                 Secretary
Kristin Gustafson Quad EHS Home Base/East Range EHS Home Base/Northern
                 Tier Home Base
Isabelle Westman  Community Representative – Representation from AEOA Board of
                 Directors
Alphonso Buenaventura  Community Representative – Carry-Over Parent
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  Two Harbors Combination Option
Chisholm III Combination Option  Virginia II Center
Ely Center  Virginia Toddler Center/Virginia Family Child Care
Eveleth-Gilbert I Center  Hibbing EHS Home Base/West Range EHS Home Base/CHIC EHS
Hibbing II Center  Home Base/Hibbing A
Hibbing III Center  Carry-Over Parent Susan Lehto
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 Arthur Schoonmaker at 9:40 a.m. on Wednesday, November 16, 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 12 members
present. A quorum was established.

III. CORRECTION/APPROVAL OF OCTOBER 13, 2011 POLICY COUNCIL MINUTES:  Dawn Suhonen moved
to approve the October 13, 2011 Policy Council Minutes as written, supported by Alphonso
Buenaventura. Motion carried unanimously.
IV. CORRECTIONS/ADDITIONS TO AGENDA: Norman “Skip” Ferris requested the following item be added to the Agenda:

- Under New Business, add Item A. Policy Council Secretary Election

Norman “Skip” Ferris reported that the newly elected Secretary has moved out of area. The Secretary position was explained. **Dawn Suhonen moved to approve the addition to the agenda, supported by Kristin Gustafson. Motion carried unanimously.**

V. CORRESPONDENCE: None.

VI. REPORTS:

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

**REGION V LEADERSHIP CONFERENCE:** Norman “Skip” Ferris reported on the Region V Leadership Conference held October 31 to November 3, 2011 in Chicago, Illinois. Legislative updates included a there may be a 1.5% to a 10% Head Start budget reduction.

**PARENT FAMILY COMMUNITY ENGAGEMENT:** This is a new initiative to make sure we have good parent and community involvement.

**SCHOOL READINESS:** We have to make sure that our curriculum that we use in our classrooms is aligned with the schools and with the State Early Learning Standards. Last year School Readiness was one (1) of our goals. We are further ahead of other programs throughout the country. A conference call with our Regional Office is scheduled for Tuesday, November 22, 2011, at 2:00 p.m. to monitor us on our school readiness goals. They will be looking at both Head Start and Early Head Start. We have been working with our Head Start T/TA Specialist, and she will be coming on Monday, November 28, 2011, to help us continue to work on this process.

**RE-COMPETITION:** Re-competition was included in the 2007 Head Start Reauthorization. Last week President Obama made an executive order to begin the re-competition process. All Head Start programs may be up for re-competition. This would weed out the poor performing programs. Head Start has new Performance Standards. There are 101 pages on re-competition. The following seven (7) triggers initiate re-competition:

1. Deficiency
2. School Readiness Goals not established
3. CLASS
4. Revocation of license to operate a center or program
5. Suspended by ACF
6. Debarred from receiving State and/or Federal funds
7. Audit Finding

They will review programs for any of these triggers back to June 12, 2009, except for CLASS/School Readiness Goals. We had a Federal monitoring review last year with no findings. About one-third of the programs nationally will most likely be re-competing based on these triggers starting in December.
I3 GRANT: The Policy Council approved an i3 (Investing in Innovation) Research Grant with the University of Minnesota in July, 2011, to implement the Child-Parent Center Program in Pre-K through grade 3. This grant was approved. The following school districts will participate: Chicago Public Schools, Evanston-Skokie School District, Normal (IL) School District, Milwaukee Public Schools, St. Paul Public Schools, and Virginia (MN) Public Schools and Arrowhead Head Start. We are the only Head Start program that will be part of this project. This five (5) year research grant starts in January, 2012. Starting in the fall of 2012, a group of 3 and 4 year old children will be followed through the third grade with K-3 classrooms similar to Head Start with smaller class sizes, two (2) paid staff, researched-based curriculum and assessments. On November 17, 2011, we will be meeting with the Virginia School District on this project. This fits perfectly with School Readiness. The Policy Council will be kept updated on this project.

EARLY EDUCATION AND FAMILY ENGAGEMENT COMMITTEE: The Early Education and Family Engagement Committee will meet on November 17, 2011, from 9:30 a.m. to 11:30 a.m. at AEOA in Virginia, Minnesota. School Readiness will be on the agenda. Parent input is needed.

MINNESOTA HEAD START ASSOCIATION (MHSA): The Minnesota Head Start Association (MHSA) Meeting will meet on December 13-14, 2011, in St. Cloud, Minnesota. There will be a parent training on videotaping.

Jaclyn Tague moved to accept the Director Report, supported by Dawn Suhonen. Motion carried unanimously.

B. FINANCIAL REPORT/FY 2010 EARLY HEAD START ARRA EXPANSION GRANT CLOSE-OUT/ FY 2010-2011 PIRC GRANT CLOSE-OUT:

FY 2010-2011 PIRC GRANT CLOSE-OUT: Nick Tuskan, AEOA Accountant, presented the FY 2010-2011 PIRC Grant Close-Out Report. Copy of the AEOA Revenue and Expenses Report for September 1, 2011, through September 30, 2011, included in the Policy Council folder handout was reviewed. There was a rounding error of $1 which resulted in $18,999 received. Norman “Skip” Ferris added that this grant will not be refunded.

FY 2010 EARLY HEAD START ARRA EXPANSION GRANT CLOSE-OUT: Nick Tuskan, AEOA Accountant, presented the FY 2010 Early Head Start ARRA Expansion Grant Close-Out. Copy of the AEOA Revenue and Expenses Report for September 1, 2011, through September 30, 2011, included in the Policy Council folder handout was reviewed. The required amount of In-Kind match for this grant was $92,173. There was $97,457 in In-Kind match. Funding received was $368,692, and $368,692 was expended; leaving a balance of $0. In the first quarter of 2012, there will be Federal people here reviewing AEOA ARRA Grants. It is uncertain if Head Start will be part of this review.

Dawn Suhonen moved to accept the FY 2010-2011 PIRC Grant Close-Out and FY 2010 Early Head Start ARRA Expansion Grant Close-Out, supported by Kristin Gustafson. Motion carried unanimously.

Early Head Start Expansion Grant, and SFY 2012 MN Head Start Grant included in the Policy Council folder handout were reviewed.

**FY 2011 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $2,092,175 is for the period from April 1, 2011, through March 31, 2012. The Current Period Actual Expenditures are $187,453.69; the YTD Actual Expenditures are $813,689.80; and the Balance is $1,278,485.20. This spending of this grant is on target with our planned expenditures and projections.

**FY 2011 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $569,082 is for the period from April 1, 2011, through March 31, 2012. The Current Period Actual Expenditures are $40,578.01; the YTD Actual Expenditures are $239,294.47; and the Balance is $329,787.53. The spending of this grant is on target with our planned expenditures and projections.

**FY 2011 FEDERAL EARLY HEAD START EXPANSION GRANT:** This grant in the amount of $179,957 is for the period from September 30, 2011, through March 31, 2012. The Current Period Actual Expenditures are $8,551.78; the YTD Actual Expenditures are $8,551.78; and the Balance is $171,405.22. 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 $42,994.52; the YTD Actual Expenditures are $95,849.19; and the Balance is $456,676.81. The spending of this grant is on target with our planned expenditures and projections.

Jaclyn Tague moved to accept the Financial Report, supported by Isabelle Westman. Motion carried unanimously.

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

**2011-2012 ENROLLMENT REPORT:** The 2011-2012 Enrollment Report dated November 16, 2011 included in the Policy Council folder handout was reviewed. We are required to be fully enrolled. Arrowhead Head Start is funded to serve 421 children. There are no areas of concern. Currently there are 403 children enrolled and 14 children accepted in the program. We have no slots that have been open more than 30 days. We are down children because we closed our Family Child Care program in Hermantown. It is recommended that we open a temporary Hermantown Home Base site through May 18, 2012, for three (3) and four (4) year olds. Norman “Skip” Ferris explained the rationale why we want to remain in the Hermantown area. Policy Council members discussed the opening of the temporary Hermantown Home Base site. Melissa Krize moved to approve the temporary Hermantown Home Base site through May 18, 2012, supported by Dawn Schoonmaker. Motion carried unanimously.

**CHANNEL 8 PBS TELETHON:** The Channel 8 PBS Telethon will be held on Sunday, December 11, 2011, from 7:30 a.m. to 9:30 a.m. Jerry Crittenden will be attending. Parent volunteers were solicited. Parents interested in volunteering should contact Jerry Crittenden. Norman “Skip” Ferris and his wife will be attending. Dawn Suhonen moved to accept the Community Relations Manager Report, supported by Jaclyn Tague. Motion carried unanimously.
D. **AEOA BOARD OF DIRECTORS MEETING REPORT:** Isabelle Westman reported on the Annual AEOA Board Meeting held on October 19, 2011, at Rustic Rock Chop House in Eveleth, Minnesota. The AEOA Annual Report was distributed. A policy for employees wanting to run for public office at a county or higher level was approved. Norman “Skip” Ferris added that if an employee seeking a county level or higher public office, they will be required to take a leave of absence upon their filing for office and continuing until the outcome of the election. An employee of the Agency who is elected to public office shall resign his/her employment with the Agency. Norman “Skip” Ferris reported that the Head Start Report was on the agenda. There were a couple of Weatherization resolutions approved. **Dean Lindberg moved to accept the AEOA Board of Directors Meeting Report, supported by Dawn Suhonen. Motion carried unanimously.**

E. **PARENT/COMMUNITY REPRESENTATIVE REPORTS:** Norman “Skip” Ferris explained that this is the time for Policy Council members to share what is happening at their site.

**VIRGINIA III COMBINATION OPTION:** Jaclyn Tague reported on their walking field trip to the fire station. Halloween was a lot of fun. She brought the book made at the Policy Council Orientation to the classroom, and it was read to the children. The classroom enjoyed the book. They wanted her to bring back a thank you to the Policy Council for the book.

**EVELETH-GILBERT II CENTER:** Dawn Suhonen reported that they have had a good turnout with parents coming into the classroom. Now they have a sign-up calendar to spread out parent volunteers. She reported on their walking field trip to the fire station. Their Parent Meeting was the same day as the field trip, so they did not have a good turnout. She asked if there is a policy regarding sending party invitations to school for the entire class. Norman “Skip” Ferris will check to see about a policy and will get back to Dawn.

**HAP I CENTER:** Jennifer Lund asked if there is a Halloween policy. Are the children allowed to dress up? Norman “Skip” Ferris explained that sites make accommodations for those who do not celebrate holidays. She said that sometimes as parents, we do not know all the policies. It would be nice to know the main rules in Head Start. Jennifer reported on a volunteer fire fighter who came to their site.

**VIRGINIA I CENTER:** Dean Lindberg reported on their walking field trip to the fire hall. They also walked to Super One North for a tour and to eat at Poor Gary’s Pizza afterwards. This week a turkey hunter will come into the Virginia I and III classrooms. And a Native American storyteller will come into their classrooms.

**QUAD EHS HOME BASE:** Kristin Gustafson reported that Fayal Township brought their fire truck to the Nelle Shean School.

VII. **OLD BUSINESS:**

A. **2011 1ST QUARTER HEAD START STRATEGIC ACTION PLAN REPORT:** Norman “Skip” Ferris the Head Start Strategic Planning process. He reviewed the 2011 1st Quarter Head Start Strategic Action Plan Report included in the Policy Council folder handout. This Report is done twice a year and sent to our funding sources. **Dawn Suhonen moved to approve the 2011 1st Quarter Head Start Strategic Action Plan Report, supported by Dawn Schoonmaker. Motion carried unanimously.**
B. **2010-2011 PROGRAM INFORMATION REPORT (PIR):** Norman “Skip” Ferris gave a PowerPoint presentation on some of the data from the 2010-2011 Head Start and Early Head Start Program Information Report (PIR). A copy of the full 2010-2011 Program Information Report (PIR) is available for review. *Alphonso Buenaventura moved to approve the 2010-2011 Program Information Report (PIR), supported by Kristin Gustafson. Motion carried unanimously.*

VIII. **NEW BUSINESS:**

A. **POLICY COUNCIL SECRETARY ELECTION:** Kristin Gustafson nominated herself. Dawn Schoonmaker nominated herself. *Melissa Krize moved to close the nominations for the Secretary position, supported by Alphonso Buenaventura.* Each nominee briefly shared information about themselves and why they would like to be the Secretary. Written ballots were cast. *Dawn Schoonmaker was elected Secretary.*

B. **FY 2011 FEDERAL HEAD START GRANT:** Norman “Skip” Ferris reported that there will be a Policy Council Grant Committee meeting early in December to work on the FY 2011 Federal Head Start Grant for those Policy Council members who are able to attend. A meeting notice will be sent to all Policy Council members.

C. **NEW EMPLOYEE RECOMMENDATIONS:**

**EVELETH-GILBERT I CENTER MANAGER:** Dawn Suhonen reported on the Eveleth-Gilbert I Center Manager interviews held on October 25, 2011, at AEOA in Virginia, Minnesota. Five (5) applications were received from internal and external job postings and newspaper advertisement(s). The applications were screened by Alane O’Bryan, Program Manager. Three (3) applicants were scheduled for interviews (one (1) cancelled). The Interview Team consisted of Alane O’Bryan, Program Manager; Kristine Norberg, Program Manager; and Dawn Suhonen, Head Start Policy Council Parent. The Interview Team recommends *Jennifer Sundvick* for the Eveleth-Gilbert I Center Manager position. Candidate’s background/position qualifications were shared. *Jaclyn Tague moved to approve Jennifer Sundvick for the Eveleth-Gilbert I Center Manager position, supported by Kristin Gustafson. Motion carried unanimously.*

**TWO HARBORS COMBINATION OPTION LONG TERM SUBSTITUTE TEACHER AIDE:** Norman “Skip” Ferris reported on the Two Harbors Combination Option Long Term Substitute Teacher Aide interviews held on October 24, 2011, at AEOA in Two Harbors, Minnesota. The Teacher Assistant will move into the Two Harbors Combination Option Center Manager position when the Combination Center Manager is on a maternity leave of absence. Seven (7) applications were received from internal and external job postings and newspaper advertisement(s). The applications were screened by Barbara Fedora, Program Manager. Four (4) applicants were interviewed. The Interview Team consisted of Barbara Fedora, Program Manager; Wendy Logan, Two Harbors Combination Center Manager; and Sara Mickelson, Head Start Parent. The Interview Team recommends *Kim Swartout* for the Two Harbors Combination Option Long Term Substitute Teacher Aide position. Candidate’s background/position qualifications were shared. *Melissa Krize moved to approve Kim Swartout for the Two Harbors Combination Option Long Term Substitute Teacher Aide position, supported by Dean Lindberg. Motion carried unanimously.*
D. **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported that the next Policy Council Meeting is scheduled for December 20, 2011, at 9:30 a.m. either at AEOA in Virginia or United in Christ Lutheran Church in Eveleth, Minnesota. The Policy Council must approve the FY 2011 Federal Head Start Grant prior to AEOA Board of Director’s approval on December 21, 2011.

IX. **MISCELLANEOUS DISCUSSION:** None.

X. **ADJOURNMENT:** Alphonso Buenaventura moved to adjourn the meeting, supported by Jaclyn Tague. Motion carried with one (1) opposition. The meeting was adjourned at 11:40 a.m.

Respectfully submitted,

________________________________________
Dawn Schoonmaker, Secretary
Arrowhead Head Start Policy Council

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