ARROWHEAD HEAD START POLICY COUNCIL MINUTES

November 12, 2014

PRESENT:

Amber Redinger          Two Harbors Combo
Bob Larkin              Representative from AEOA Board
Davia Gordon            Hibbing III Center
Deena Shykes            HAP I Center
Dreanna Plaisted        Quad I and II EHS
Erin Shay               Community Representative
Geramy Arntsos          Babbitt Combination
Jenna Johnston          Carry Over Parent
Jerry Crittenden        Community Relations Manager
Joe Paschke             Carry Over Parent
Kelly Hill              EHS Program Manager
Kristen Gustafson       Chairperson
Meggin McLean           Carry Over Parent
Norman “Skip” Ferris III Head Start Director
Sasha Dahl              Virginia I Center
Stacy Hegfors           Ely Center
Tiffany Hinchcliffe      Mesabi East Center
Tracy Sandnas           Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:

Carry Over Parent-Angie Pike-Excused
CHIC and Northern Tier EHS
Chisholm I Center and Chisholm II Combo
Eveleth-Gilbert Center
Hermantown and Lake County EHS-Excused
Hermantown and Proctor II Center-Excused
Hibbing EHS HB & West Range HB
Hibbing I Center
Hibbing IV Center
Mt Iron Buhl Combo
PSHB I & East Range EHS-Excused
PSHB I and PSHB II
Virginia II Center
Virginia III Center
Virginia Toddler Center
The Policy Council meeting was held on November 12, 2014, at AEOA in conference room 2 Virginia, Minnesota.

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, November 12, 2014.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 13 members present. A quorum was established.

III. **CORRECTION/APPROVAL OF October 8, 2014 POLICY COUNCIL MINUTES:** No corrections were made. Meggin McLean moved to approve the October 8, 2014 Policy Council Minutes as written, supported by Sasha Dahl. Motion carried unanimously.

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None

V. **CORRESPONDENCE:** None

VI. **ELECTION OF OFFICERS:** Norman “Skip” Ferris III explained the officer’s duties and responsibilities to Policy Council Members.

a. **CHAIRPERSON:** Tiffany Hinchliffe was nominated by Jenna Johnston, supported by Geramy Arntson. No other nominations were offered. Tiffany Hinchliffe was elected as Chairperson.

b. **VICE-CHAIRPERSON:** Davia Gorman was nominated by Meggin McLean, supported by Jenna Johnston. No other nominations were offered. Davia Gorman was elected as Vice-Chairperson.

c. **SECRETARY:** DreAnna Plaisted was nominated by Sasha Dahl, supported by Jenna Johnston. No other nominations were offered. DreAnna Plaisted was elected Secretary.

d. **SPA REPRESENTATIVE/SPA ALTERNATE:** Sasha Dahl was nominated for SPA Representative by Jenna Johnston, supported by DreAnna Plaisted. No other nominations were offered. Sasha Dahl was elected SPA Representative. Geramy Arntson was nominated for the Alternate SPA Representative by Tiffany Hinchliffe, supported by Jenna Johnston. No other nominations were offered. Geramy Arntson was elected SPA Alternate Representative.
VII. REPORTS:

A. DIRECTOR’S REPORT: Skip presented the Directors Report. The mid-term elections are over and there is a shift in Congress where the Republicans control both the House and the Senate. We are unsure of how this change will directly affect Head Start but we must all remind our Legislators that Head Start is about reducing poverty and increasing self-sufficiency, a message that resonates with both parties. Work that needs to be done by Congress soon is (a) extending the debt limit; (b) ensuring a sustainable growth rate; (c) work on the Social Security Disability Fund; (d) S-Chip Reauthorization; and (e) Budget Reauthorization and the Budget Control Act. Unless Congress comes up with a budget plan, sequestration could be a reality in FY 2016.

At the State level, the Minnesota House is now controlled by the Republicans. Again, we must remind our state Legislator’s that Head Start is about reducing poverty and increasing family self-sufficiency. There are many state initiatives that we must watch including universal pre-k, pre-k to 3rd grade, state scholarships, and bonding for early childhood facilities.

School Updates: MESABI EAST will be moving the Head Start classroom once the new classroom has been licensed by the Minnesota Department of Human Services. The new room has been inspected and approved by the State Fire Marshall. Mesabi East will be hold a Strategic Planning session on Wednesday, November 19, 2014 and Head Start will be a participant in this. TWO HARBORS is experience a growth in students resulting in a shortage of classroom space. We will be working with the school district to plan for future space needs. VIRGINIA’S expansion of the Parkview Learning Center is continuing with a spring 2015 ground breaking. On November 18, 2014, there will be a meeting with the architects to finalize the plan. We are also planning to submit an application for Early Childhood Facilities funds and will be hiring a grant writer to help us in this process. In HIBBING, Skip met with the Community Education Director to discuss Community Needs Assessment. ECFE programs must now complete a Community Needs Assessment and we talked about partnering on this process. In BABBITT, the K-Ready Preschool is going along well and parents have given a positive response to this project. We will continue to work out any issues that arise. We have offered to meet with the PROCTOR school district to discuss options to increase enrollments of children from Proctor. These children current attend the Hermantown Area Family Resource Center and this is quite a drive for some families from Proctor. Meggin McLean moved to accept the Director’s Report, supported by Amber Redinger. Motion carried unanimously.


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 $95,354.48; the YTD Actual
Expenditures are $503,034.32; the YTD Encumbrance is $7,266.19; and the Balance is $998,830.49. 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 $38,367.01; the YTD Actual Expenditures are $299,042.28; YTD Encumbrance $2,027.27 and the Balance is $516,740.45. Spending of this grant is on target with our planned expenditures and projections.

**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 $61,474.85; the YTD Expenditures are $145,985.40; YTD Encumbrance is $2,027.27; and the Balance is $343,135.33. 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. Amber Redinger moved to accept the Financial Reports, supported by Meggin McLean. Motion carried unanimously.

**B. COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden presented the report. We currently have 3 spots to fill but these are within the 30 day threshold. Sasha Dahl moved to accept the Community Relations Report, supported by Meggin McLean. Motion carried unanimously.

**C. AEOA EXECUTIVE COMMITTEE REPORT-OCTOBER 13, 2014:** Bob Larkin reported on the annual meeting that was held at the MN Discovery Center. Tom Bakk received the Spirit of Community Award and Beth Peterson received the Community Spirit Award. The board recognized retiring employees and employees that have given 25 years of service. The board approved a number of resolutions and held the election of new officers. Skip added that he also gave the board its annual training required for Head Start. Jenna Johnston moved to accept the AEOA Executive Committee Report, supported by Amber Redinger. Motion carried unanimously.

**VIII. OLD BUSINESS:**

**A. PATHWAY II SCHOLARSHIPS:** Skip gave members an update. Skip and Jerry will be working on the billing process to reimburse for bussing in Eveleth-Gilbert and Hibbing.
B. **EHS/CHILD CARE PARTNERSHIP GRANT:** Skip reported that the applications are currently being read. Applicants awarded a grant will start to be notified in December with all applicants being notified by the end of March.

C. **PARENT ACTIVITY FUND:** Policy Council members suggested the animal shelter, first aid kits for families, having a nurse visit the classroom and give a presentation. A final decision will be made at the December 16, 2014 meeting.

D. **SCHOOL READINESS:** Skip reported that we are still working on updating our school readiness goals, specifically to align with the new COR Advantage.

E. **PARENT FAMILY COMMUNITY ENGAGEMENT:** Skip reported on the events that were held for Head Start families. One event was held at the MN Discovery Center in Chisholm on October 11, 2014. 240 persons attended. The other event was held at Clyde Iron Works in Duluth on November 8, 2014. 60 persons attended. The Teddy Bear Band and meal was a success at both events. We have received many positive results from the event and we are looking to continue these events in the future.

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**IX. NEW BUSINESS:**

A. **NEW EMPLOYEE RECOMMENDATIONS:** The following employees were recommended for the following Head Start Positions: Corey Borden was recommended for the Special Needs Assistant (SNA) in Chisholm II Sasha Dahl moved to accept Corey Borden as the SNA in Chisholm II, supported by DreAnna Plaisted. Motion carried unanimously. Kimberly Scherf was recommended as a long term substitute. Amber Redinger moved to accept Kimberly Scherf as the new long term substitute, supported by Meggin McLean. Motion carried unanimously. Bobbi Gilbert was recommended for the SNA in Two Harbors pending the completion of the background study. Jenna Johnston moved to accept Bobbi Gilbert as the SNA in Two Harbors, supported by Amber Redinger. Motion carried unanimously.

B. **FY 2015 FEDERAL HS FUNDING APPLICATION:** Skip reported that we have our announcement for the federal funding. The grant is due at the end of December. We will be putting together a draft budget and a grant committee meeting will be scheduled to review the grant application.
C. **2014 STRATEGIC PLANNING REPORT:** Skip went over the report with members. The goals and action items were presented to members. **DreAnna Plaisted moved to accept the 2014 Strategic Planning Report, supported by Sasha Dahl.** Motion carried unanimously.

D. **PROGRAM SELF-ASSESSMENT REPORT:** The Program Self Assessment report was handed out to members to read on their own. Pages 4, 5 and 6 are the areas we have been concentrating on. The ERSEA has been completed. **Meggin McLean moved to accept the Program Self Assessment Report, supported by DreAnna Plaisted.** Motion carried unanimously.

E. **POLICY COUNCIL MEETING Tuesday, December 16, 2014:** The meeting will be held at the AEOA Conference Room from 9:30 a.m. to 12:00 p.m. Policy Council

F. **PARENT –COMMUNITY REPRESENTATIVE REPORT:**

a. Ely had a special fun Friday for Halloween. The class had James Pointer, Head Park Ranger from the Tower Underground Mine, come into the classroom to give a presentation on the bats in the mine. He is considered to be a bat expert. The kids had food and wore their costumes is a safe area.

b. Babbitt took a field trip to the fire station. The class walked to Zup’s and picked up fruit tray. Lunch was provided by Kell’s Kitchen.

c. HAP 1 and HAP 2 had a get together on Friday. Face painting was provided. The class counted candy corn and got to wear their costumes.

d. Eveleth-Gilbert had a visit from the Fire Station and a Fall Festival with ECFE on Monday evening and Head Start was invited to the event.

e. Virginia 1 had a pajama party in the classroom to celebrate Halloween.

X. **MISCELLANEOUS DISCUSSION:** Skip reminded members to sign the in-kind card and turn in mileage sheets before leaving.

XI. **ADJOURNMENT:** **Meggin McLean moved to adjourn the meeting, supported by Tiffany Hinchliffe.** **Motion carried unanimously.** The meeting was adjourned at 11:30 a.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