ARROWHEAD HEAD START POLICY COUNCIL MINUTES  
NOVEMBER 13, 2013

ATTENDANCE:
- Kristin Gustafson, Chairperson
- Cheryl Zillmer, Ely Center
- Jessica Sandnas, Eveleth-Gilbert Center
- Vickie Heller, HAP II Center
- Meggin McLean, Hibbing I Center
- Amber Skinner, Hibbing AHS HB & West Range EHS HB
- Jenny Anderson, Hibbing IV Center
- Kris Edstrom, Mesabi East Center
- Amanda Autio, Mt. Iron-Buhl Combination
- Jenna Johnston, Two Harbors Center
- Angie Pike, Virginia II Center
- Bailey Pommier, Quad EHS HB/East Range EHS HB/Northern Tier EHS HB
- Erin Shay, Community Representative – United Way
- Bob Larkin, Representative to AEOA Board
- Mary Wentland, 2012-2013 Policy Council-Hibbing EHS & West Range HB
- Joe Paschke, Virginia I
- Kevin Green, Chisholm I
- Norman “Skip” Ferris III, Head Start Director
- Tracy Sandnas, Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
- Chisholm II Center
- Hibbing EHS HB/West Range EHS HB/CHIC EHS HB
- Hibbing II & III Center
- CHIC & Northern Tier EHS HB
- Hermantown and Proctor I
- Babbitt Combination Center
- Quad EHS HB/East Range EHS HB/Northern Tier EHS HB
- Lake County EHS HB/Hermantown EHS HB/Hermantown
- Virginia Toddler Center
- Virginia III

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Kristin Gustafson, Chairperson at 9:55 p.m. on Wednesday, November 13, 2013, at United in Christ Lutheran Church in Eveleth, Minnesota.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing 16 members present. A quorum was established.

III. CORRECTION/APPROVAL OF OCTOBER 9, 2013 POLICY COUNCIL MINUTES: Meggin McLean moved to approve the October 9, 2013 Policy Council Minutes as written, supported by Kris Edstrom. Motion carried unanimously.
IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.

V. **CORRESPONDENCE:** None.

VII. **REPORTS:**

**DIRECTOR’S REPORT:** Norman “Skip” Ferris III presented the Director’s Report. Policy Council members were shown a power point slide on the 8 Priorities from the Office of Head Start he learned at the Region V Conference in Chicago. Our Head Start will most likely be applying for a grant extension for the 1st quarter beginning 04/01/14 through 06/30/14. Skip is waiting for more information. **Jenna Johnston moved to accept the Director’s Report, supported by Trista Turnbull. Motion carried unanimously.**


**FY 2013 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of 1,949,320.00 is for the period from April 1, 2013, through March 31, 2014. The Current Period Actual Expenditures are $279,507.34; the YTD Actual Expenditures are $803,678.28; the YTD Encumbrance is $0.00; and the Balance is $1,145,641.72. 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 $935,685.00 is for the period from April 1, 2013, through March 31, 2014. The Current Period Actual Expenditures are $104,740.77; the YTD Actual Expenditures are $436,426.04; and the Balance is $500,437.99. The spending of this grant is on target with our planned expenditures and projections.

**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 $65,289.69; the YTD Expenditures are $117,479.08; and the Balance is $381,171.92. The 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. **Jenna Johnston moved to accept the Financial Reports, supported by Trista Turnbull. Motion carried unanimously.**

B. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden presented the enrollment report. Jerry explained the enrollment process to our new Policy Council. A discussion was held. **Jenna Johnston moved to accept the Community Relations Manager’s Report, supported by Trista Turnbull. Motion carried unanimously.**
C. AEOA BOARD OF DIRECTORS EXECUTIVE COMMITTEE REPORT: Policy Council Board member Kris Edstrom reported on the AEOA Board of Directors Executive Committee Meeting held on October 16, 2013. The Head Start annual report was presented. The board approved the grant application. Awards were given out to AEOA employees. Vickie Heller moved to accept the AEOA Board of Directors Executive Committee Report, supported by Jenna Johnston. Motion carried unanimously.

D. PARENT/COMMUNITY REPRESENTATIVE REPORTS:
Virginia I-The class went to Italian Bakery and SuperOne North.
HAP II- The class went to their local Fire Department and took a fire truck ride. 60 individuals attended.
Lake County- The class went on a SuperOne shopping trip with a nutritionist and learned about pricing and food groups. They were given $10 at the end to shop for a healthy balanced meal for their family.
EG-In Kind curriculum is sent home with the children. The children are enthusiastic to do the projects when they get home from school.
Virginia II-The class had a dress up Halloween party and made Rice Krispy treats made with oil instead of butter. The kids loved them and had fun decorating them.

VIII. OLD BUSINESS:
A. RE-COMPETITION APPLICATION: The application was submitted on October 21, 2013. We hope to know by June 1, 2014 if our application has been accepted.

B. CARRY OVER PARENTS: Angie Pike made a motion to nominate Mary Wentland, Ramona Vitali, and Hershelee Morton as Carry Over Parents supported by Meggin McLean. Motion carried unanimously.

C. PIR: Tabled until the December 17, 2013 meeting.

D. SCHOOL READINESS: Skip will put a copy of the programs school readiness goals in the December meeting packets.

C. PARENT FAMILY COMMUNITY ENGAGEMENT (PFCE): We have our PFCE goals established and Skip will have Kristine Norberg do a presentation to the Policy Council at a future meeting.

IX. NEW BUSINESS:
A. NEW EMPLOYEE RECOMMENDATIONS: Skip recommended Cami Adams for the Teacher Assistant position at Chisholm II. Angie Pike was part of the interview team. Kris Edstrom moved to accept the recommendation to hire Cami Adams, supported by Vickie Heller. Motion carried unanimously. Skip recommended Carissa Kraning for the PHSB position. Kris Edstrom moved to accept the recommendation to hire Carissa Kraning, supported by Jenna Johnston. Motion carried unanimously.

B. NEXT POLICY COUNCIL MEETING Tuesday December 17, 2013: The meeting will be held at AEOA in conference room 2 in the basement.
X. **MISCELLANEOUS DISCUSSION:** Vickie Heller requested Head Start Policy Council hoodies. Skip and Tracy Sandnas will look into this. Angie Pike requested that Head Start start collecting box tops in the classrooms for additional classroom funds. Skip will look into this. Vickie Heller talked about her Minnesota Head Start Association (MHSA) trip, and will bring more information to the next meeting. The Minnesota Department of Education wants to come and visit our sites.

XI. **ADJOURNMENT:** Kris Edstrom moved to adjourn the meeting, supported by Vickie Heller. Motion carried unanimously. The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Tracy Sandnas, Finance and Administrative Assistant
Arrowhead Head Start

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