ATTENDANCE:
Sasha Dahl Chairperson
Desirae Novak Chisholm I Center
Ramona Vitali Chisholm II Combination Option
Melissa Seither Eveleth-Gilbert II Center
Lisa Lee HAP II Combination Option
Doreen Simone Hibbing III Center
Candace Peroceski Hibbing IV Center
Kimberly Riedberger Mesabi East Center/SPA Representative
Hershal Pettit Mt. Iron-Buhl Combination Option/Secretary
Kristin Gustafson Virginia III Combination Option
Tanya Montgomery Quad EHS Home Base and East Range EHS Home Base
Destinee Jenkins CHIC EHS Home Base and Northern Tier EHS Home Base/SPA Alternate
Jennifer Lund Representative to AEOA Board of Directors
Joanna Johnson Guest – Virginia I Center
Norman “Skip” Ferris III Head Start Director
Marlene Paavola Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
Babbitt Combination Option Virginia II Center
Ely Center Virginia Toddler Center and Virginia FCC
Eveleth-Gilbert I Center Hibbing EHS Home Base and West Range EHS Home Base
HAP I Center Hermantown EHS Home Base and Lake County EHS Home Base
Hibbing I Center Hibbing A Child Care Partnership
Hibbing II Center
Two Harbors Combination Option

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Chairperson Sasha Dahl at 9:40 a.m. on Wednesday, November 7, 2012, in Conference Rooms 2 and 3 at AEOA in Virginia, Minnesota.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing 14 members and one (10) guest present. A quorum was established.

III. CORRECTION/APPROVAL OF OCTOBER 10, 2012 POLICY COUNCIL MINUTES: Melissa Seither moved to approve the October 10, 2012 Policy Council Minutes as written, supported by Jennifer Lund. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: Norman “Skip” Ferris requested the following changes to the Agenda:
   - Under Item VIII. New Business, add Item D. Early Childhood and Family Services Advisory Committee Meeting
• Under Item VIII. New Business, move Item D. Policy Council Meeting Schedule to Item E.

Kristin Gustafson moved to approve the corrections/additions to the Agenda, supported by Kimberly Riedberger. Motion carried unanimously.

V. CORRESPONDENCE: None.

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

ELECTION: Information received this morning from the National Head Start Association was shared. Regardless of the results of the election, there are still issues that need to be resolved. We need to educate legislators about Head Start. There were close races in Minnesota and around the country which shows how important it is to vote, and that every vote counts.

POLICY COUNCIL ROLE: Policy Council members were reminded of their role on the Policy Council. Policy Council members serve as part of the program governance for Head Start. They serve as a link between Parent Meetings, AEOA Board of Directors, and communities we serve. It is important that Policy Council members attend Parent Meetings to share information from the Policy Council. Policy Council members represent parents at their site. Items discussed at Policy Council meetings should be items that would benefit the whole program. An example of a past item that benefited the whole program was shared. Family Advocates, Center Managers, Community Relations Manager Jerry Crittenden, or Head Start Director Norman “Skip” Ferris should be contacted if there are specific site issues. Policy Council members need to remember that they represent their site, as well as Head Start, and must remember to act professionally and responsibly while representing Head Start. If there are any questions, contact Norman “Skip” Ferris or Jerry Crittenden.

I3 GRANT: Head Start and the Virginia School District are implementing the Child-Parent Center Model in Virginia for Head Start and grades K-3 through a grant from the University of Minnesota. The project was explained. We are one (1) of six (6) sites in the Midwest participating in the project, and we are the smallest and most rural. There will be a site visit on Thursday, November 8, 2012. Head Start Center Managers working on this project have been given an extra hour per week that will be paid out of the i3 Grant. We will be working to sustain this model after the grant ends.

VIRGINIA SCHOOLS: The Virginia Schools had an increase in enrollment this fall. This has created space issues for the school district. On Wednesday, November 14, 2012, there will be a Virginia Schools Community Advisory Committee meeting. Norman “Skip” Ferris has been asked to participate on this Committee.

Kristin Gustafson moved to accept the Director Report, supported by Kimberly Riedberger. Motion carried unanimously.

**FY 2012 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $2,107,044 is for the period from April 1, 2012, through March 31, 2013. The Current Period Actual Expenditures are $209,309.34; the YTD Actual Expenditures are $801,766.15; the YTD Encumbrance is $177.50; and the Balance is $1,305,100.35. The spending of this grant is on target with our planned expenditures and projections.

**FY 2012 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $935,685 is for the period from April 1, 2012, through March 31, 2013. The Current Period Actual Expenditures are $64,440.37; the YTD Actual Expenditures are $383,199.24; and the Balance is $552,485.76. The spending of this grant is on target with our planned expenditures and projections.

**SFY 2013 MN HEAD START GRANT:** This grant in the amount of $498,651 is for the period from July 1, 2012, through June 30, 2013. The Current Period Actual Expenditures are $37,958.37; the YTD Expenditures are $111,119.99; the YTD Encumbrance is ($4,099.94); and the Balance is $391,630.95. Head Start Finance and Administrative Assistant Marlene Paavola pointed out that the YTD Encumbrance of ($4,099.94) is an error, and has been corrected by our Fiscal Department. The spending of this grant is on target with our planned expenditures and projections.

**ARROWHEAD HEAD START CREDIT CARD REPORT:** Charges and credits/payments were reviewed. Head Start is required to review credit card expenses with the Policy Council.

**VISA CREDIT CARD:** For the period from August 31, 2012, through September 25, 2012, the total charges are $879.68; and the total credits/payments are $3,332.87.

**WALMART BUSINESS CARD:** For the period from September 21, 2012, through October 22, 2012, the total charges are $804.50; and the total credits/payments are $854.20. There was an interest charge due to a purchase order that a staff person did not turn into the Head Start Office on time. Head Start staff are explained the importance of submitting purchase orders to the Head Start Office timely.

**TARGET CHARGE ACCOUNT:** For the period from September 18, 2012, through October 15, 2012, the total charges are $821.99; and the total credits/payments are $502.07.

**AMERICAN EXPRESS CREDIT CARD:** For the period from September 18, 2012, through October 13, 2012, the total charges are $2,079.84; and the total credits/payments are $5,042.96.

Kristin Gustafson moved to accept the Financial Report, supported by Doreen Simone. Motion carried unanimously.

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

**2012-2013 ENROLLMENT REPORT:** The 2012-2013 Enrollment Report dated November 6, 2012, included in the Policy Council folder handout was reviewed/explained. We are required to be fully enrolled. Arrowhead Head Start is funded to serve 414 children. Currently there are 407 children enrolled and seven (7) children accepted in the program. A question was asked if
we have seen more absences with Transit not being available. Jerry Crittenden reported that he has not seen attendance being affected this year, but last year it affected attendance.

**CHANNEL 8 PBS TELETHON:** The Channel 8 PBS Telethon will be held on Sunday, December 2, 2012, from 7:30 a.m. to 9:30 a.m. Volunteers were solicited. Parents interested in volunteering should contact Jerry Crittenden.

**TARGET SHOPPING SPREE:** A Virginia Church Youth Group take Head Start children shopping to buy Christmas gifts for their family. Twenty (20) families from Virginia, Eveleth, Gilbert, and Mt. Iron will be selected to participate.

**MINNESOTA VOICES FOR CHILDREN ADVOCACY DAY – DAY ON THE HILL:** Minnesota Voices for Children Advocacy Day will be held at the State Capitol on February 13, 2013. Parents will meet with area legislators to talk about how important Head Start is to them. A sign-up sheet will be circulated at the next Policy Council Meeting. Policy Council members were encouraged to share this information at Parent Meetings.

Jennifer Lund moved to accept the Community Relations Manager Report, supported by Kristin Gustafson. Motion carried unanimously.

D. **AEOA BOARD OF DIRECTORS REPORT:** Jennifer Lund reported on the Annual AEOA Board of Directors Meeting held on October 17, 2012, at Valentini’s Supper Club in Chisholm, Minnesota. Steven Raukar received “The Spirit of Community Award”. This Award recognizes individuals and organizations who help AEOA achieve its mission. Jeff Wold from the SETT, Sustainable Employment Through Training and Trade, Program received the “Allies in Action Award”. This Award is presented to an individual who beats the odds and overcomes barriers to success and challenges new ways to grow as an individual in the community. Chuck Neil, Head Start Health Manager, and Jane Puzel, Head Start Program Support II, were recognized at the 2012 Minnesota Community Action Partnership Conference for their 25 years of service. AEOA is working on changing their logo to include the Community Action Network. Election of officers of the Board was held. All officers were re-elected. The feature presentation was Connie Greer, Office of Economic Opportunity Director. A Community Action Board Training video is available. Norman “Skip” Ferris added that the Head Start 2012 Strategic Plan Resolution and the Head Start 2011-2012 Program Self-Assessment Resolution was approved. Kristin Gustafson moved to accept the AEOA Board of Directors Report, supported by Lisa Lee. 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:** Kristen Gustafson reported that at the first Virginia Parent Meeting they discussed trainings on educational ideas for parent meetings that would correlate with the i3 Grant.

Policy Council members discussed that the parent/teacher communication lines need improvement. Norman “Skip” Ferris suggested Policy Council members should attend the Early Childhood and Family Services Advisory Committee Meeting on Friday, November 9th, at 1:30 p.m. to 3:00 p.m. at AEOA in Virginia, Minnesota, to discuss these concerns. Marlene Paavola added that Family Services Manager Kristine Norberg, will be texting a reminder for the
Committee Meeting to those Policy Council members who have signed up to participate on this Committee.

**HIBBING III CENTER:** Doreen Simone reported that their site is working on name recognition and letters. She reported on their field trips to Dominos and the Pumpkin Patch. They go to the local library every month. They also went on a field trip to the Pumpkin Patch.

**QUAD EHS HOME BASE AND EAST RANGE EHS HOME BASE:** Tanya Montgomery reported on their field trip to the Pumpkin Patch. They went to the Mt. Iron Community Center Party. At home, they are working on puzzles, shapes, and recognizing letters.

**MT. IRON-BUHL COMBINATION OPTION:** Hershal Pettit reported that they have a lot of parent involvement at their site.

**CHIC EHS HOME BASE AND NORTHERN TIER EHS HOME BASE:** Destinee Jenkins shared that she is collecting donations for the victims of Hurricane Sandy for the Oak Park Middle School Service Learning students from Leesburg, Florida, head by her mother. Students are collecting clothing and non-perishable items for children. She will be leaving on November 16th to go to Florida and would be happy to take donations with her. If anyone has items they would like to donate, they should contact her. Norman “Skip” Ferris suggested that she send the information to him, and he will email it to everybody.

**VII. OLD BUSINESS:**

A. **COMMUNITY REPRESENTATIVE APPROVAL:** Norman “Skip” Ferris reported that Judy Schink, School Readiness and ECFE Director at the Virginia Schools, would be willing to be a Policy Council Community Representative. **Hershal Pettit moved to approve Judy Schink as a Policy Council Community Representative, supported by Kristin Gustafson. Motion carried unanimously.**

B. **2011-2012 PROGRAM INFORMATION REPORT (PIR):** Norman “Skip” Ferris highlighted some of the data on the 2011-2012 Head Start Program Information Report and 2011-2012 Early Head Start Program Information Report that was included in the Policy Council folder handout at the last meeting. We are required to complete these Reports at the end of each program year.

C. **SCHOOL READINESS GOALS:** Norman “Skip” Ferris reviewed the Office of Head Start’s Approach to School Readiness included in the Policy Council folder handout. The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children’s learning, and schools are ready for children. All Head Start programs are required to establish school readiness goals across the five (5) domains of language and literacy development, cognition and general knowledge, approaches to learning, physical health and well-being and motor development, and social and emotional development. Our Arrowhead Head Start Birth to 5 School Readiness Goals were included in the Policy Council folder handout. Parents were surveyed last year to help establish these goals. Each year the goals will be updated. Policy Council members were encouraged to read our Birth to 5 School Readiness Goals. A good place to ask questions would be at the Early Childhood and Family Services Advisory Committee Meeting on Friday, November 9, 2012.
D. **PARENT, FAMILY AND COMMUNITY ENGAGEMENT:** Norman “Skip” Ferris reported that we continue to work on the Parent, Family and Community Engagement goals.

VIII. **NEW BUSINESS:**

A. **FY 2013 FEDERAL HEAD START GRANT:** Norman “Skip” Ferris reported that there will be a Policy Council Grant Committee Meeting on Wednesday, December 5, 2012, from 9:00 a.m. to 11:00 a.m. at AEOA in Virginia, Minnesota, to work on the FY 2013 Federal Head Start Grant. Policy Council members were encouraged to attend. A meeting notice will be sent to Policy Council members.

B. **NEW EMPLOYEE RECOMMENDATION:** None.

C. **POLICY COUNCIL BY-LAWS:** Norman “Skip” Ferris reported that changes need to be made to the Policy Council By-Laws. This item might be included on the same day as the Policy Council Grant Committee Meeting.

D. **EARLY CHILDHOOD AND FAMILY SERVICES ADVISORY COMMITTEE:** This agenda item was addressed earlier on the agenda.

E. **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported that the next Policy Council Meeting is scheduled for Tuesday, December 18, 2012 from 9:30 a.m. to 12:00 noon at AEOA in Virginia, Minnesota.

IX. **MISCELLANEOUS DISCUSSION:**

X. **ADJOURNMENT:** Kristin Gustafson moved to adjourn the meeting, supported by Doreen Simone. **Motion carried unanimously.** The meeting was adjourned at 12:00 noon.

Respectfully submitted,

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Hershal Pettit, Secretary  
Arrowhead Head Start Policy Council  

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