ATTENDANCE:
Arthur Schoonmaker Chairperson
Ann Buffum Babbitt Combination Option
Christine Giersdorf Chisholm II Combination Option
Krystal Zupancich Ely Center
Dawn Suhonen Eveleth-Gilbert II Center/Vice Chairperson-Parliamentarian
Jennifer Lund HAP I Center
Tara Scott HAP II Combination Option/Secretary
Sherri Elg Hibbing I Center/SPA Alternate
Lisa Mount Mesabi East Center
Melissa Krize Mt. Iron-Buhl Combination Option
Dean Lindberg Virginia I Center
Amanda Serbus Virginia II Center
Jaclyn Tague Virginia III Combination Option
Susan Lehto Community Representative – Carry-Over Parent
Alphonso Buenaventura Community Representative – Carry-Over Parent
Janell Wilson Outgoing 2010-2011 Carry-Over Parent
Norman “Skip” Ferris III Head Start Director
Marlene Paavola Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
Chisholm I Center Hibbing EHS HB/West Range EHS HB/CHIC EHS HB/
Eveleth-Gilbert I Center Hibbing A
Hibbing II Center Lake County EHS HB/Hermantown EHS HB/Hermantown
Hibbing III Center FCC
Hibbing IV Center Quad EHS HB/East Range EHS HB/Northern Tier EHS HB
Two Harbors Combination Option Representative from AEOA Board of Directors Isabelle Westman
Virginia Toddler Center/Virginia FCC

The annual Arrowhead Head Start Policy Council Orientation was held on October 13, 2011, at United in Christ Lutheran Church in Eveleth, Minnesota, prior to the Policy Council Meeting.

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by outgoing 2010-2011 Vice Chairperson/Parliamentarian Susan Lehto at 1:05 p.m. on Thursday, October 13, 2011, 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 SEPTEMBER 8, 2011 POLICY COUNCIL MINUTES:** Janell Wilson moved to approve the September 8, 2011 Policy Council Minutes as written, supported by Lisa Mount. Motion carried unanimously.

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

V. **CORRESPONDENCE:** None.

VI. **ELECTION OF OFFICERS:** Norman “Skip” Ferris reported that a description sheet of Policy Council officers was mailed with the Policy Council Orientation/Meeting notice and was also included in the Policy Council Orientation folder.

A. **CHAIRPERSON:** Jaclyn Tague nominated Arthur Schoonmaker for the Chairperson position. Dawn Suhonen nominated herself for the Chairperson position. Alphonso Buenaventura nominated Dean Lindberg for the Chairperson position. **Arthur Schoonmaker moved to close the nominations for the Chairperson position, supported by Janell Wilson. Motion carried.** Each nominee briefly shared information about themselves and why they would like to be the Chairperson. Written ballots were cast. **Arthur Schoonmaker** was elected Chairperson.

Newly elected Chairperson Arthur Schoonmaker assumed chairing the meeting.

B. **VICE-CHAIRPERSON/PARLIAMENTARIAN:** Lisa Mount nominated herself for the Vice Chairperson/Parliamentarian position. Janell Wilson nominated Dean Lindberg for the Vice Chairperson/Parliamentarian position. Sherri Elg nominated Dawn Suhonen for the Vice Chairperson/Parliamentarian position. **Susan Lehto moved to close the nominations for the Vice-Chairperson/Parliamentarian position, supported by Jaclyn Tague. Motion carried.** Each nominee briefly shared information about themselves and why they would like to be the Vice-Chairperson/Parliamentarian. Written ballots were cast. **Dawn Suhonen** was elected Vice-Chairperson/Parliamentarian.

C. **SECRETARY:** Melissa Krize nominated Tara Scott for the Secretary position. Dawn Suhonen nominated Dean Lindberg for the Secretary position. **Susan Lehto moved to close the nominations for the Secretary position, supported by Lisa Mount. Motion carried unanimously.** Each nominee briefly shared information about themselves and why they would like to be the Secretary. Written ballots were cast. **Tara Scott** was elected Secretary.

D. **SPA REPRESENTATIVE/ALTERNATE:** Norman “Skip” Ferris explained that the SPA Representative represents Arrowhead Head Start at the Minnesota Head Start Association meetings. The current SPA Representative Alphonso Buenaventura is no longer eligible for the SPA Representative as he does not have a child in Head Start. Jaclyn Tague is the current SPA Alternate, has a child in Head Start, and will automatically move into the SPA Representative position in December 2011.

**SPA ALTERNATE:** Norman “Skip” Ferris explained the SPA Alternate position. A qualification for this position is that the SPA Alternate will have a child in Head Start next year. The SPA Alternate attends the Minnesota Head Start Association meetings with the SPA Representative but does not vote at meetings unless the SPA Representative is not in attendance. Melissa Krize nominated Christine Giersdorf. Alphonso Buenaventura nominated Krystal Zupancich. Tara Scott nominated Amanda Serbus. Dean Lindberg nominated Sherri Elg. **Jaclyn Tague**
moved to the nominations for the SPA Alternate position, supported by Tara Scott. Each nominee briefly shared information about themselves and why they would like to be the SPA Alternate. Written ballots were cast. There was a tie vote between Krystal Zupancich and Sherri Elg. Written ballots were cast again. Sherri Elg was elected SPA Alternate.

E. CARRY-OVER PARENTS: Norman “Skip” Ferris explained the Carry-Over Parent position. We can have up to four (4) Carry-Over Parents. Susan Lehto nominated herself. Lisa Mount nominated Shirley Vincent who was on the Policy Council two (2) years ago. Alphonso Buenaventura nominated himself. Janell Wilson moved to close the nominations for Carry-Over Parents, supported by Lisa Mount. Krystal Zupancich moved to cast a unanimous ballot for Susan Lehto, Shirley Vincent, and Alphonso Buenaventura for Carry-Over Parents, supported by Jaclyn Tague. Motion carried unanimously. Susan Lehto, Shirley Vincent, and Alphonso Buenaventura were elected as Carry-Over Parents.

F. COMMUNITY REPRESENTATIVES: Norman “Skip” Ferris reported that he has three (3) possible Community Representatives to contact before the November Policy Council meeting.

G. PARENT ADVISOR: Norman “Skip” Ferris explained the Parent Advisor position. Janell Wilson is the only one who is eligible for this position. She will let Norman “Skip” Ferris know later if she would be interested in the Parent Advisor Position.

VII. REPORTS:
A. DIRECTOR REPORT: Norman “Skip” Ferris presented the Director Report. Policy Council members were encouraged to read the Arrowhead Head Start Monthly On-Going Monitoring Progress Report dated October 12, 2011, included in the Policy Council folder handout.

FEDERAL LEGISLATIVE UPDATE: The House of Representatives are working on a bill to increase the 2012 budget up to $8.1 billion to keep enrollment levels the same with funding for program improvements. This bill will affect our funding after April 1, 2012. The Senate has fewer dollars for Head Start. Policy Council members were encouraged to email legislators asking them to continue to support Head Start and thank them for their support.

Jaclyn Tague moved to accept the Director Report, supported by Susan Lehto. Motion carried unanimously.


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 $173,065.50; the YTD Actual Expenditures are $628,334.21; the YTD Encumbrance is $5,975; and the Balance is $1,457,865.79. The 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 $36,583.02; the YTD Actual Expenditures are $206,368.28; and the Balance is $362,713.72. The spending of this grant is on target with our planned expenditures and projections.

**FY 2010 FEDERAL EARLY HEAD START ARRA EXPANSION GRANT:** This grant in the amount of $368,692 is for the period from September 30, 2010, through September 29, 2011. The Current Period Actual Expenditures are $73,605.39; the YTD Actual Expenditures are $357,197.74; and the Balance is $11,494.26. The close-out of the FY 2010 Federal Early Head Start ARRA Expansion Grant will be presented at the November Policy Council meeting. We have 90 days to close out this grant. We are anticipating a $0 balance.

**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, that serves 67 children in our Eveleth-Gilbert classrooms and our Family Child Care programs. The Current Period Actual Expenditures are $44,020.33; the YTD Expenditures are $52,854.67; and the Balance is $499,671.33. The spending of this grant is on target with our planned expenditures and projections.

**PIRC GRANT:** This grant in the amount of $19,000 is for the period from October 1, 2010, through September 30, 2011. The Current Period Actual Expenditures are $1,005.55; the YTD Expenditures are $18,593.84; and the Balance is $406.16. The close-out of the PIRC Grant will be presented at the November Policy Council meeting. We are anticipating a $0 balance. This grant will not be renewed.

Jaclyn Tague moved to accept the Financial Report, supported by Sherri Elg. Motion carried unanimously.

C. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden presented the Community Relations Manager Report. He is responsible for recruitment and enrollment. He also coordinates community events and parent training.

**2011-2012 ENROLLMENT REPORT:** The 2011-2012 Enrollment Report dated October 12, 2011, included in the Policy Council folder handout was explained. We are required to be fully enrolled. The Policy Council will provide oversight to ensure that we are fully enrolled. We have 30 days to fill an open slot. We have no slots that have been open more than 30 days. Arrowhead Head Start is funded to serve 421 children. Currently there are 410 children enrolled and nine (9) children accepted in the program. Currently there are 50 children enrolled with special needs. The 35% over income guidelines and the 10% over income guidelines were explained.

**PBS TELETHON:** Arrowhead Head Start volunteers to answer telephones for the PBS Telethon in December and March. We will be recruiting volunteers for the PBS Telethon scheduled on December 3, 2011, at the November Policy Council meeting.

Jaclyn Tague moved to accept the Community Relations Manager Report, supported by Lisa Mount. Motion carried unanimously.

D. **MINNESOTA HEAD START ASSOCIATION (MHSA) REPORT:** Jaclyn Tague reported on the Minnesota Head Start Association (MHSA) Meeting held on October 11, 2011, in St. Cloud,
Minnesota. There was discussion on Race to the Top Program. Norman Skip” Ferris added that Race to the Top is a federal initiative to enhance education. Minnesota applied for $50 million dollars to put an early childhood structure in place in the State. There would be four (4) pilot projects that will get extra money. When more information is received it will be shared with the Policy Council. Jaclyn Tague reported that a parent training on putting together a video will be held in December. They are working on the Parent Training Conference that will be held April 2-4, 2012. Norman “Skip” Ferris added that they talked a lot about legislative items. Jaclyn Tague added that teacher credentials were discussed. The new Head Start Act requires Head Start teachers to have an Early Childhood degree. Lisa Mount moved to accept the Minnesota Head Start Association Report, supported by Amanda Serbus. Motion carried unanimously.

E. AEOA BOARD OF DIRECTORS EXECUTIVE COMMITTEE REPORT: Norman “Skip’ Ferris reported on the AEOA Board of Directors Executive Committee Meeting held on September 21, 2011. The 2011-2012 Head Start Child and Adult Care Food Program Application Renewal was approved. They discussed the policy if an employee wants to run for public office. Employees seeking a county level or higher office 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 from his/her employment with the Agency. This will now be presented for a full Board vote on October 19, 2011. Dawn Suhonen moved to accept the AEOA Board of Directors Executive Committee Report, supported by Sherri Elg. Motion carried.

F. 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.

MESABI EAST CENTER: Lisa Mount reported that they are doing things with leaves. The teachers are learning the children’s names. She had a question from a parent. Can a parent come to the Policy Council meeting to see what it is about? Norman “Skip” Ferris responded that a parent can come to the Policy Council meeting as it is an open meeting. If they have an issue, they must get prior approval to be on the agenda. They are also doing zoo-phonics at their site. The Mesabi East School is using this program in Kindergarten. And now it is being used in Head Start. Norman “Skip” Ferris added that the Mesabi East School District recommended that Head Start use this program.

EVELETH-GILBERT II CENTER: Dawn Suhonen reported that the children are learning each other’s names. They are learning about sharing, friendship, and following rules.

ELY CENTER: Krystal Zupancich reported that the children are learning about leaves. They are going to the fire station today. They are enjoying going to the park. They are doing their fire drills and tornado drills. Each week the children have a new rule and they practice it.

HAP I CENTER: Jennifer Lund reported that they have a child from a Spanish speaking only family at their site. The children are learning colors and numbers in Spanish.
VIII. OLD BUSINESS:
A. RISK MANAGEMENT MEETING: Norman “Skip” Ferris reported that annually we have a Risk Management Meeting with the Regional Office three (3) months before our Federal Grant is due. A copy of the Risk Management Meeting was included in the Policy Council folder handout. The Risk Management Meeting will help in identifying potential risks to our Head Start program. The following task was identified on our Dental Screening and Treatment: “The grantee will submit in its grant application an update on dental screening and treatment rates as well as strategies implemented to increase these rates.”


C. 2010-2011 PROGRAM INFORMATION REPORT (PIR): Norman “Skip” Ferris reported that he forgot to bring the 2010-2011 Program Information Report and requested that it be tabled to the next meeting. Jaclyn Tague moved to table the 2010-2011 Program Information Report to the next meeting, supported by Amanda Serbus. Motion carried with one (1) opposition.

IX. NEW BUSINESS:
A. NEW EMPLOYEE RECOMMENDATIONS: Norman “Skip” Ferris explained the interview process. Formal hiring is contingent upon Policy Council approval. The Policy Council must either approve or disapprove of all hiring of Head Start staff.

EAST RANGE EARLY HEAD START HOME BASE EDUCATOR: Norman “Skip” Ferris reported on the East Range Early Head Start Home Base Educator interviews held on September 13, 2011, at AEOA in Virginia, Minnesota. Three (3) applications were received from an internal and external job postings and newspaper advertisement(s). The applications were screened by Debra Fisher, Early Head Start Program Manager, and Kristine Norberg, Program Manager. Three (3) applicants were interviewed. The Interview Team consisted of Debra Fisher, Early Head Start Program Manager, and Kristine Norberg, Program Manager. Two (2) Policy Council members were left voice mails but neither responded to take part in the interviews. The Interview Team recommends Alyssa Hughes for the East Range Early Head Start Home Base Educator position. Candidate’s background/position qualifications were shared. Lisa Mount moved to approve Alyssa Hughes for the East Range Early Head Start Home Base Educator position, supported by Jaclyn Tague. Motion carried unanimously.

CHISHOLM II COMBINATION CENTER MANAGER: Norman “Skip” Ferris reported on the Chisholm II Combination Center Manager interviews held on September 13, 2011, at AEOA in Virginia, Minnesota. One (1) application was received from an internal and external job postings and newspaper advertisement(s). The applications were screened by Kristine Norberg, Program Manager. One (1) applicant was interviewed. The Interview Team consisted of Kristine Norberg, Program Manager, and Debra Fisher, Early Head Start Program Manager. A Head Start Policy Council member was not available. The Interview Team recommends Courtney Kuryla for the Chisholm II Combination Center Manager position. Candidate’s
background/position qualifications were shared. **Dawn Suhonen moved to approve Courtney Kuryla for the Chisholm II Combination Center Manager, supported by Krystal Zupancich. Motion carried unanimously.**

**CHISHOLM II TEACHER AIDE:** Norman “Skip” Ferris reported on the Chisholm II Teacher Aide interviews held on September 15, 2011, at AEOA in Virginia, Minnesota. Eleven (11) applicants were received from an internal and external job postings and newspaper advertisement(s). The applications were screened by Kristine Norberg, Program Manager. Four (4) applicants were interviewed. The Interview Team consisted of Kristine Norberg, Program Manager, and Debra Fisher, Early Head Start Program Manager. The Interview Team recommends **Jessica Avikainen** for the Chisholm II Teacher Aide position. Candidate’s background/position qualifications were shared. **Amanda Serbus moved to approve Jessica Avikainen for the Chisholm II Teacher Aide position, supported by Krystal Zupancich. Motion carried unanimously.**

**B. POLICY COUNCIL MEETING SCHEDULE:** Policy Council members discussed the Policy Council Meeting schedule. The next meeting is scheduled for Wednesday, November 16, 2011, at 9:30 a.m. at either United in Christ Lutheran Church in Eveleth, Minnesota, or AEOA in Virginia, Minnesota.

**X. MISCELLANEOUS DISCUSSION:** Norman “Skip” Ferris explained that this is when Policy Council members can discuss items that are not included on the agenda, but must benefit the whole program. HAP II Representative Tara Scott asked if it was okay that the Coast Guard bring a small boat to their site and talk about water safety. Norman “Skip” Ferris said that would be alright. Other sites that might be interested in this should contact Tara Scott. Alphonso Buenaventura asked if there was a place to donate books. Tara Scott suggested that books could be read by parents at the Head Start site, and then books could be swapped with other parents. Lisa Mount shared that the Mesabi East Family Advocate has set up an exchange program with boots, shoes, clothes, books, etc.

**XI. ADJOURNMENT:** **Tara Scott moved to adjourn the meeting, supported by Amanda Serbus. Motion carried unanimously.** The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

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Tara Scott, Policy Council Secretary
Arrowhead Head Start

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