The annual Arrowhead Head Start Policy Council Orientation was held on October 10, 2012, 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 2011-2012 Vice Chairperson/Parliamentarian Lisa Mount at 1:10 p.m. on Wednesday, October 10, 2012, 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 12, 2012 POLICY COUNCIL MINUTES:** Jennifer Lund moved to approve the September 12, 2012 Policy Council Minutes as written, supported by Kristin Gustafson. Motion carried unanimously.
IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Norman “Skip” Ferris requested the following changes to the Agenda:

- Under Item IX. New Business, move Item C. Policy Council Meeting Schedule to Item D.

Jennifer Lund moved to approve the corrections/additions to the Agenda, supported by Joetta Auel. Motion carried unanimously.

V. **CORRESPONDENCE:** None.

VI. **ELECTION OF OFFICERS:** Norman “Skip” Ferris reported that the Policy Council Officers were explained during the Policy Council Orientation earlier in the day. Norman “Skip” Ferris explained the officer election process.

A. **CHAIRPERSON:** Doreen Simone nominated herself for the Chairperson position. Joetta Auel nominated herself for the Chairperson position. Hershal Pettit nominated herself for the Chairperson position. Sasha Dahl nominated herself for the Chairperson position. **Joetta Auel moved to close the nominations for the Chairperson position, supported by Kimberly Riedberger. Motion carried.** Each nominee briefly shared information about themselves and why they would like to be the Chairperson. Written ballots were cast. There was a tie vote between Sasha Dahl and Doreen Simone. Written ballots were cast again. **Sasha Dahl** was elected Chairperson.

B. **VICE-CHAIRPERSON/PARLIAMENTARIAN:** Doreen Simone nominated herself for the Vice Chairperson/Parliamentarian position. Joetta Auel nominated herself for the Vice Chairperson/Parliamentarian position. Melissa Seither nominated herself for the Vice Chairperson/Parliamentarian position. Hershal Pettit nominated herself for the Vice Chairperson/Parliamentarian position. **Doreen Simone moved to close the nominations for the Vice-Chairperson/Parliamentarian position, supported by Kimberly Riedberger. Motion carried.** Written ballots were cast. There was a tie vote between Joetta Auel and Doreen Simone. Written ballots were cast again. **Joetta Auel** was elected Vice-Chairperson/Parliamentarian.

C. **SECRETARY:** Kristin Gustafson nominated herself for the Secretary position. Hershal Pettit nominated herself for the Secretary position. **Melissa Seither moved to close the nominations for the Secretary position, supported by Joetta Auel. Motion carried unanimously.** Written ballots were cast. There was a tie vote. A coin was flipped to determine who would be elected to the Secretary position. **Hershal Pettit** was elected Secretary.

D. **SPA REPRESENTATIVE/ALTERNATE:** Kimberly Riedberger nominated herself for the SPA Representative position. **Kristin Gustafson moved to close the nominations, supported by Melissa Seither. Motion carried unanimously. Melissa Seither moved to cast a unanimous ballot for Kimberly Riedberger for the SPA Representative position, supported by Kristin Gustafson.** Kimberly Riedberger was elected SPA Representative.

**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. Kimberly Riedberger nominated Destinee Jenkins for the SPA Alternate position. Doreen Simone nominated herself for the SPA Alternate position. Melissa Seither nominated herself
for the SPA Alternate position. Kristin Gustafson nominated Ramona Vitali for the SPA Alternate position. Kristin Gustafson moved to close the nominations for the SPA Alternate position, supported by Melissa Seither. Each nominee briefly shared information about themselves and why they would like to be the SPA Alternate. Written ballots were cast. Destinee Jenkins was elected SPA Alternate.

E. CARRY-OVER PARENTS: Norman “Skip” Ferris explained the Carry-Over position. We do not have anyone eligible for the Carry-Over Parent position. We can have up to four (4) Carry-Over Parents.

F. COMMUNITY REPRESENTATIVES: Norman “Skip” Ferris reported that he has one (1) or two (2) possible Community Representatives to contact before the November Policy Council meeting.

G. PARENT ADVISOR: Norman “Skip” Ferris explained the Parent Advisor position. We do not have anyone eligible for this position.

Norman “Skip” Ferris reported that Bob Larkin has been elected by the AEOA Board of Directors as the AEOA Board Representative to the Policy Council. Joetta Auel moved to accept Bob Larkin as the AEOA Board Representative to the Policy Council, supported by Kristin Gustafson. Motion carried unanimously.

VII. REPORTS:

A. DIRECTOR REPORT: Norman “Skip” Ferris presented the Director Report. He thanked the Policy Council members for attending the Policy Council Orientation and Meeting. He also congratulated the newly elected Policy Council officers

GENERAL ELECTION/VOTING: Policy Council members were reminded to make sure they are registered to vote. All Minnesota positions are up for re-election except Senator Franken and Governor Dayton. Policy Council members were encouraged to make sure they look at what the candidates stand for. Policy Council members were encouraged to tell their friends and family to vote. There are some constitutional amendments on the ballot. A No vote is you don’t want the amendment, and a Yes vote is you do want the amendment. A blank vote will be a No vote. Minnesota still has same day registration.

Jennifer Lund moved to accept the Director Report, supported by Joetta Auel. 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 $224,269.77; the YTD Actual Expenditures are $592,456.81; the YTD
Encumbrance is $927.50; and the Balance is $1,513,659.69. 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 $71,123.26; the YTD Actual Expenditures are $318,758.87; and the Balance is $616,926.13. 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 $42,003.63; the YTD Expenditures are $73,161.62; the YTD Encumbrance is ($4,099.94); and the Balance is $429,589.32. 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 1, 2012, through August 29, 2012, the total charges are $4,027.87; and the total credits/payments are $2,331.13.

**WALMART BUSINESS CARD:** For the period from August 10, 2012, through September 18, 2012, the total charges are $878.13; and the total credits/payments are $181.23.

**TARGET CHARGE ACCOUNT:** For the period from August 21, 2012, through September 11, 2012, the total charges are $486.78; and the total credits/payments are $957.43.

**AMERICAN EXPRESS CREDIT CARD:** For the period from September 5, 2012, through September 21, 2012, the total charges are $5,042.96; and the total credits/payments are $2,615.50.

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. He explained his position. He is responsible for ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance).

**2012-2013 ENROLLMENT REPORT:** The 2012-2013 Enrollment Report dated October 10, 2012, included in the Policy Council folder handout was reviewed/explained. We are required to be 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 414 children. Currently there are 404 children enrolled and eight (8) children accepted in the program. Currently there are 54 children enrolled with special needs. The 35% over income guidelines and the 10% over income guidelines were explained.

Kristin Gustafson moved to accept the Community Relations Manager Report, supported by Jennifer Lund. Motion carried unanimously.
D. MINNESOTA HEAD START ASSOCIATION (MHSA) REPORT: Norman “Skip” Ferris reported on the Minnesota Head Start Association (MHSA) Meeting held on October 1, 2012, in St. Cloud, Minnesota. They talked about voting and did some strategic planning.

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 their site is going on a field trip to the fire hall.

HIBBING III CENTER: Doreen Simone reported that their site is going on a field trip to the fire hall today.

QUAD EHS HOME BASE AND EAST RANGE EHS HOME BASE: Tanya Montgomery reported that their site went on a field trip to the Minnesota Discovery Center.

VIII. OLD BUSINESS:

A. PROGRAM SELF-ASSESSMENT (PSA): Norman “Skip” Ferris highlighted the Arrowhead Head Start 2011-2012 Program Self-Assessment Report included in the Policy Council folder handout. The purpose of the Program Self-Assessment is to evaluate ourselves to make sure we are in compliance with Head Start Performance Standards. The Program Self-Assessment teams found our program to be in compliance in all the Monitoring Protocol areas. The following Analysis Summary and Action Steps were reviewed:

Child Health and Safety
1. Area for Improvement: Develop a plan for a child with mobility issues to attend Head Start in Hibbing.

Actions Taken/Completed: A child in a wheelchair will be enrolled in Hibbing this fall. We have placed the child with our Child Care Partnership to provide Head Start services. Our partner is located in another building that is fully handicapped accessible.

2. Area for Improvement: Continuing on-going work with existing and new partnerships, programs and activities to get initial dental exams and needed treatments for Head Start children.

Actions Taken/Completed: We signed our contract with Children’s Dental Service for the 2012-2013 school year with dental exams beginning in October, 2012. A few dentists have said they will see a few Head Start children this year.

Program Governance:
1. Area for Improvement: Provide re-training for Board members.

Action Steps: The Head Start Director will continue to provide on-going training with the Board.

Child Development and Education
1. Area for Improvement: One class appeared to have a lack of structure and clean-up time was a little disorganized.

Action Taken/Completed: The Program Managers will work with the classroom to ensure that it runs smoothly. Professional development will be provided, if needed.
Management System

1. Area for Improvement: When training for the Program Self-Assessment, provide the PSA Report or PSA Summary Report in the packets for the training.

Action Taken/Completed: The Program Self-Assessment Report will be provided at the next Program Self-Assessment Training.

ERSEA
No areas for improvement.

Family and Community Engagement
1. Area for Improvement: Some of the parents interviewed don’t feel that the school district supports them if their child has a special needs and/or IEP.

Action Taken/Completed: Head Start will continue to support what is best for children and parents.

Fiscal
No areas for improvement.

Doreen Simone moved to approve the 2011-2012 Program Self-Assessment (PSA) Report, supported by Destinee Jenkins. Motion carried unanimously.

B. 2011-2012 PROGRAM INFORMATION REPORT (PIR): Norman “Skip” Ferris reported that the 2011-2012 Head Start Program Information Report and 2011-2012 Early Head Start Program Information Report included in the Policy Council folder handout will be reviewed and discussed at the next meeting. We are required to complete these Reports at the end of each year. The Reports contain program data for the 2011-2012 school year. Policy Council members were encouraged to review the Reports before the next meeting.

C. SCHOOL READINESS GOALS: Norman “Skip” Ferris reported that we will continue to keep this item on the Policy Council Agenda for future meetings to keep the Policy Council updated. Our School Readiness Goals are finalized and will be shared with the Policy Council at the next Policy Council Meeting for approval.

D. PARENT, FAMILY AND COMMUNITY ENGAGEMENT: Norman “Skip” Ferris reported that we will continue to keep this item on the Policy Council for future meetings to keep the Policy Council updated. We are working on Parent, Family and Community Engagement goals. We may be asking some parents to participate in this process.

IX. NEW BUSINESS:
A. NEW EMPLOYEE RECOMMENDATIONS:
CHISHOLM II COMBINATION TEACHER AIDE: Norman “Skip” Ferris reported on the Chisholm II Combination Option Teacher Aide/Assistant interviews held on September 11, 2012, at AEOA in Virginia, Minnesota. Eighteen (18) applications were received from internal and external job postings and newspaper advertisement(s). The applications were screened by Alane O’Bryan, Program Manager, and Barbara Fedora, Program Manager. Six (6) applicants were interviewed. The Interview Team consisted of Alane O’Bryan, Program Manager; Barbara Fedora, Program Manager; Becky Bachman, Courtney Inmon, Chisholm II Combination Center Manager; and Becky Bachman, Mt. Iron-Buhl Combination Center Manager. The Interview Team recommends...
Joslyn Wray for the Chisholm II Combination Teacher Aide position. Candidate’s background/position qualifications were shared. Kristin Gustafson moved to approve Joslyn Wray for the Chisholm II Combination Teacher Aide position, supported by Doreen Simone. Motion carried unanimously.

MT. IRON-BUHL COMBINATION TEACHER ASSISTANT: Norman “Skip” Ferris reported on the Mt. Iron-Buhl Combination Teacher Aide/Assistant interviews held on September 11, 2012, at AEOA in Virginia, Minnesota. Eighteen (18) applications were received from internal and external job postings and newspaper advertisement(s). The applications were screened by Alane O’Bryan, Program Manager, and Barbara Fedora, Program Manager. Six (6) applicants were interviewed. The Interview Team consisted of Alane O’Bryan, Program Manager; Barbara Fedora, Program Manager; Becky Bachman, Mt. Iron-Buhl Combination Center Manager; and Courtney Inmon, Chisholm II Combination Center Manager. The Interview Team recommends Chrystal Peipus for the Mt. Iron-Buhl Combination Teacher Assistant position. Candidate’s background/position qualifications were shared. Kimberly Riedberger moved to approve Chrystal Peipus for the Mt. Iron-Buhl Combination Teacher Assistant position, supported by Kristin Gustafson. A few Policy Council members shared some questions regarding Chrystal’s ability to appropriately perform the job duties. Norman “Skip” Ferris stated that Chrystal met the qualifications for the position, received excellent reference checks, and has passed a Minnesota Department of Human Services background study. He stated that the program has strict confidentiality and data privacy rules. He further explained that she will be on a six (6) month probationary period. Doreen Simone moved to amend the motion to approve hiring of Chrystal Peipus for the Mt. Iron-Buhl Combination Teacher Assistant position with a special effort to monitor her performance during her probationary period, supported by Kimberly Riedberger. Motion carried unanimously.

NORTHERN TIER EARLY HEAD START HOME BASE EDUCATOR: Norman “Skip” Ferris reported on the Northern Tier Early Head Start Home Base Educator interviews held on September 21, 2012, at AEOA in Virginia, Minnesota. Seven (7) applications were received from internal and external job postings and newspaper advertisement(s). The applications were screened by Kelly Hill, Early Head Start Program Manager, and Debra Fisher, Mental Health Manager. Five (5) applicants were interviewed. The Interview Team consisted of Kelly Hill, Early Head Start Program Manager; Kristine Norberg, Family Services Manager; and Tracie Wilcox, Early Head Start Health Educator. The Interview Team recommends Carla Current for the Northern Tier Early Head Start Home Base Educator position. Candidate’s background/position qualifications were shared. Kimberly Riedberger moved to approve Carla Current for the Northern Tier Early Head Start Home Base Educator position, supported by Sasha Dahl. Motion carried unanimously.

HIBBING IV CENTER MANAGER: Norman “Skip” Ferris reported on the Hibbing IV Center Manager interviews held on September 21, 2012, at AEOA in Virginia, Minnesota. Four (4) applications were received from an internal and external job postings and newspaper advertisement(s). The applications were screened by Barbara Fedora, Program Manager, and Chuck Neil, Health Manager. Three (3) applicants were interviewed. The Interview Team consisted of Barbara Fedora, Program Manager; Amanda Gwash, Hibbing IV Family Advocate; and Jessica Avikainen, Hibbing IV Teacher Aide. The Interview Team recommends Elisha Otonichar for the Hibbing IV Center Manager position. Candidate’s background/position qualifications were shared. Jennifer Lund moved to approve Elisha Otonichar for the Hibbing IV Center Manager position, supported by Kristin Gustafson. Motion carried unanimously.
B. **2011 4TH QUARTER HEAD START STRATEGIC ACTION PLAN REPORT:** Norman “Skip” Ferris reviewed updates italicized bolded and underlined in the 2011 4th Quarter Head Start Strategic Action Plan Report included in the Policy Council folder handout. Goals, Planned Results, and Actual Results and Comments were reviewed. Some of the goals will be ongoing even if they have been completed. **Kristin Gustafson moved to approve the 2011 4th Quarter Head Start Strategic Action Plan Report, supported by Melissa Seither. Motion carried unanimously.**

C. **2012 1ST QUARTER HEAD START STRATEGIC ACTION PLAN REPORT:** Norman “Skip” Ferris reviewed the 2012 1st Quarter Head Start Strategic Action Plan Report included in the Policy Council folder handout. Goals, Planned Results, and Actual Results and Comments were reviewed. **Melissa Seither moved to approve the 2012 1st Quarter Head Start Strategic Action Plan Report, supported by Kimberly Riedberger. Motion carried unanimously.**

D **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported that Policy Council Meetings are usually held on the second Wednesday of the month. The 2012-2013 Policy Council Meeting Schedule is included in the 2012-2013 Arrowhead Head Start Policy Council Policy and Procedure Manual. The next Policy Council Meeting is scheduled for Wednesday, November 7, 2012, at 9:30 a.m. at AEOA in Virginia, Minnesota.

X. **MISCELLANEOUS DISCUSSION:** None.

XI. **ADJOURNMENT:** **Doreen Simone moved to adjourn the meeting, supported by Kimberly Riedberger. Motion carried unanimously.** The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

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Hershal Pettit, Secretary
Arrowhead Head Start Policy Council

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