PRESENT:
Angela Walker  East Range EHS HB
Cathy Zelinski  Carry Over Parent
Cherie Averill Manner  AEOA Representative to the Board-Excused
Diane Taylor  Policy Council Representative to the Board/Hibbing III
Doris Wehrenberg  Chairperson/Hibbing IV
Kristen Schulz  Chisholm
Chris DeGroote  Program Manager
Jerry Crittenden  Community Relations Manager
Tracy Sandnas  Head Start Finance Supervisor
Norman “Skip” Ferris III  Head Start Director

SITES NOT REPRESENTED OR EXCUSED:
Babbitt-Open
CHIC EHS Northern Tier EHS HB-Open
Chisholm I-Open
Ely-Open
Eveleth-Gilbert-Open
HAP I – Open
HAP II - Open
Hermantown-Lake Cty EHS HB-Open
Hibbing I -Open
Hibbing II – Excused
Hibbing IV -Open
Hibbing EHS HB & West Range HB-Open
Mesabi East-Open
Mt. Iron Buhl-Open
PSHB-Absent
Quad I & II-Open
Two Harbors-Open
Virginia I-Absent
Virginia II-Open
Virginia III-Open
The Policy Council meeting was held on October 3, 2018 at AEOA in Conference rooms 2 & 3, Virginia, Minnesota.

I. **CALL TO ORDER:** Doris Wehrenberg, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:50 a.m. on Wednesday, October 3, 2018.

II. **ROLL CALL:** Roll call was taken showing 6 members present. A quorum was not established. Policy Council bylaws state in 4.7(g),” When a quorum is not established for a scheduled meeting, a Policy Council member may make a motion to conduct an official meeting with those members present so important business can be done. The motion must receive a second and passed unanimously by those in attendance. If approved, the meeting shall be deemed official. Decisions and rulings shall stand. If the motion lacks a second or is not passed unanimously, then an official meeting will not take place and no decisions will be made.” Cherie Averill Manner moved to conduct an official meeting, supported by Kristen Schulz. Motion carried unanimously.

III. **CORRECTION/APPROVAL OF August 8, 2018 POLICY COUNCIL MINUTES:** None. Diane Taylor moved to approve the August 8, 2018 Policy Council Minutes as written, supported by Angela Walker. Motion carried unanimously.

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

V. **CORRESPONDENCE:** None.

VI. **DIRECTOR’S REPORT:** Norman “Skip” Ferris III began his report by thanking members for their participation during Gretchen Rode’s visit. She was very pleased to be a part of our Policy Council-Board member meeting and classroom visits. She was also able to attend our Simek’s farm family event on her way to the airport. We had 405 attend our Simek’s farm event despite the challenging weather everyone bravely endured. Everyone had a great time.

October is Head Start Awareness month. Skip encouraged members to spread the word about the upcoming Policy Council Orientation on November 7th.

The President signed the budget approval for Head Start FY 2019. There will be $200 million with $50 million allocated to Early Head Start (EHS)expansion and the remainder $150 million allocated for a cost of living adjustment (COLA). Adult Basic Education received a 4% increase. PELL Grants received $100 million with a maximum award of $6195.
We are getting ready to begin our strategic planning process for our upcoming 5-year grant cycle. We have several sessions planned. We will be looking at our goals and objectives. Our application needs to be submitted in December FY 2019. **Diane Taylor moved to accept the Director’s Report, supported by Cherie Averill Manner. Motion carried unanimously.**

**VII. FINANCIAL REPORT:**
Skip presented the financial statements.

**SFY 2018 MN HEAD START GRANT:** This grant for $609,754.00 is for the period from July 1, 2018, through June 30, 2019, the Current Period Actual Expenditures are $96,759.76; the YTD Expenditures are $113,138.95; YTD Encumbrance is $2634.10; and the Balance is $493,980.95. Spending of this grant is on target with our planned expenditures and projections.

**FY 2018 FEDERAL PRESCHOOL HEAD START GRANT:** This grant for $2,460,144.00 for the period from April 1, 2018, through March 31, 2019. The Current Period Actual Expenditures are $383,591.07; the YTD Actual Expenditures are $936,909.89; the YTD Encumbrance is $(4,065.90); and the Balance is $1,527,300.01. Spending of this grant is on target with our planned expenditures and projections.

**FY 2018 FEDERAL EARLY HEAD START GRANT:** ½ of this grant is reflected in this report in the amount of $541,889.00 for the period from April 1, 2018, through March 31, 2019. The other ½ is awarded but needs to be entered in the accounting software budget. The Current Period Actual Expenditures are $221,949.73; the YTD Actual Expenditures are $529,607.08; YTD Encumbrance is $2,634.09 and the Balance is $9,647.83. Spending of this grant is on target with our planned expenditures and projections.

**CREDIT CARD REPORT:** Skip went over the monthly credit card report with members. **Cherie Averill Manner moved to accept the Financial Reports, supported by Angela Walker. Motion carried unanimously.**

**COMMUNITY RELATIONS MANAGER REPORT:** Jerry presented the enrollment report. Our enrollments are doing well. **Kristen Schulz the Community Relations Manager’s report supported by Angela Walker, Motion carried unanimously.**

**VIII. AEOA BOARD MEETING August 15, 2018:** Cherie Averill Manner reported that the Kootasca contract has ended. The $7-million-dollar renovation at Ivy Manor is now completed. The Food Shelf will be ready to move into its new building this fall. AEOA is accepting bids for the new heating system that needs to go into the main agency as it gets converted to natural gas. Bids are being sought for employee health insurance FY 2019. **Diane Taylor moved to accept the AEOA Board of Director’s report supported by Angela Walker.**
IX. OLD BUSINESS:

A. 2018-2019 TRANSPORTATION WAIVER: Skip reported that we have received approval of our waiver.

B. POLICY COUNCIL ORIENTATION: The United In Christ Church is booked. Members decided on a Tex-Mex theme. Tracy Sandnas will shop for decorations and order a Taco Bar for our lunch. The orientation will be on Wednesday, November 7, 2018.

C. SCHOOL READINESS: None.

D. PARENT FAMILY COMMUNITY ENGAGEMENT: None.

X. NEW BUSINESS:

A. NEW EMPLOYEE RECOMMENDATIONS:

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<thead>
<tr>
<th>Name/Position/Site</th>
<th>1st Motion</th>
<th>2nd Motion</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>Chrystal Peipus Teacher 1 Chisholm</td>
<td>Kristen Schulz</td>
<td>Diane Taylor</td>
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<tr>
<td>Heather Pinkoski TA 1 Chisholm</td>
<td>Angela Walker</td>
<td>Kristen Schulz</td>
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<tr>
<td>Lindsay Mattson CA 1 Chisholm</td>
<td>Diane Taylor</td>
<td>Kristen Schulz</td>
<td>Approved</td>
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<td>Jenna Dickinson Teacher 1 Mesabi East</td>
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<tr>
<td>Paula Tervola TA 1 Mesabi East</td>
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<tr>
<td>Jonathan Ritchie CA 1 Mesabi East</td>
<td>Angela Walker</td>
<td>Sarah Koski</td>
<td>Approved</td>
</tr>
<tr>
<td>Le Vearne Hagen CA 2 Float Hermantown</td>
<td>Angela Walker</td>
<td>Sarah Koski</td>
<td>Approved</td>
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<tr>
<td>Sara Paolo CA 1 Float Hibbing</td>
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</tr>
<tr>
<td>Cassie Weber CA 2 Float Mt. Iron</td>
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<td>Angela Walker</td>
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</tr>
<tr>
<td>Margaret Wycoff Teacher 2 Virginia 2</td>
<td>Angela Walker</td>
<td>Cherie Averill Manner</td>
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<tr>
<td>Jennifer Donabauer CA 1 Long Term Sub Eveleth Gilbert</td>
<td>Sarah Koski</td>
<td>Angela Walker</td>
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<tr>
<td>Rachelle Verhel CA 1 Hibbing 3</td>
<td>Cherie Averill Manner</td>
<td>Sarah Koski</td>
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<tr>
<td>Chris DeGroote Assistant Director</td>
<td>Angela Walker</td>
<td>Kristin Schulz</td>
<td>Approved</td>
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B. **POLICIES/PROCEDURES:** Jerry Crittenden and Skip presented the following Policies & Procedures to members:

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<thead>
<tr>
<th>Policy/Procedure</th>
<th>1st Motion</th>
<th>2nd Motion</th>
<th>Outcome</th>
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<tr>
<td>Attendance</td>
<td>Diane Taylor</td>
<td>Angela Walker</td>
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<tr>
<td>Head Lice</td>
<td>Angela Walker</td>
<td>Diane Taylor</td>
<td>Approved</td>
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The updated Policies will be located on our website at: [www.aeoa.org](http://www.aeoa.org) under Head Start.

C. **PROGRAM INFORMATION REPORT (PIR):** Skip went over the PIR report with members.

D. **POLICY COUNCIL ORIENTATION:** Next meeting Wednesday November 7, 2018 at United in Christ Church.

E. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.

XI. **MISCELLANEOUS DISCUSSION:** None.

XII. **ADJOURNMENT:** Angela Walker moved to adjourn the meeting, supported by Diane Taylor. Motion carried unanimously. The meeting was adjourned at 11:37 p.m.

Respectfully submitted,

______________________________
Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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