PRESENT:
Cathy Zelinski  Policy Council Representative to the Board
Cherie Avirill Manner  AEOA Representative to the Board
Diane Taylor  Hibbing II
Ruthie Gornik  Babbitt
Jerry Crittenden  Community Relations Manager
Kelly Hill  EHS Program Manager
Tracy Sandnas  Head Start Finance Supervisor
Norman “Skip” Ferris III  Head Start Director

SITES NOT REPRESENTED OR EXCUSED:
PSHB I and PSHB II
CHIC and Northern Tier EHS-Open
Chisholm I-Absent
Chisholm II Combo-Open
Ely-Excused
Eveleth-Gilbert-Open
HAP I Center-Open
HAP II-Absent
Hermantown-Lake Cty EHS HB-Excused
Hibbing EHS HB & West Range HB-Open
Hibbing I Center-Absent
Hibbing III Center-Open
Hibbing IV Center-Absent
Mesabi East-Open
Mt. Iron Buhl-Excused
PSHB-Hibbing Sites-Absent
PSHB I & East Range EHS-Open
Quad I and II EHS-Open
Two Harbors-Open
Virginia I-Excused
Virginia II-Open
Virginia III Center-Absent
Virginia Toddler Center-Open
The Policy Council meeting was held on October 4, 2016 at AEOA in conference room 2 Virginia, Minnesota.

I. CALL TO ORDER: Cathy Zelinski, Policy Council Representative to the Board called the Arrowhead Head Start Policy Council Meeting to order, at 9:45 a.m. on Wednesday, October 4, 2016.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing 4 members present. A quorum was not established. Policy Council bylaws state in 4.7(f), 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 Avirill Manner moved to conduct an official meeting, supported by Cathy Zelinski. Motion carried unanimously.

III. CORRECTION/APPROVAL OF August 10, 2016 POLICY COUNCIL MINUTES: Cherie Avirill Manner moved to approve the August 10, 2016 Policy Council Minutes as written, supported by Diane Taylor. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: Under Old Business add Duration Grant as item A and under New Business add Policies and Procedures as item A. Diane Taylor moved to insert the additions on the agenda, supported by Cherie Avirill Manner. Motion carried unanimously.

V. CORRESPONDENCE: Skip shared the Parent Activity Fund Thank You with members. A letter received from Region V approved Arrowhead Head Starts transportation waiver request for restraints and bus monitors for those children being transported on school busses.

VI. REPORTS:

VII. DIRECTOR’S REPORT: Norman “Skip” Ferris III reported that the new Performance Standards have been published. This is the first change in the standards since 1998. As we learn more about the new standards, we will keep the Policy Council informed. Head Start held a Family Fun Event at Simek’s farm last Friday. 360 attended the successful event. The new additions of the activity tables was well received by attendees. Federal monitoring will take place after January 1, 2017. Our review will be on Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA). Management and
Governance is put on hold due to the new Performance Standards that were just published. Head Start classes started on September 19, 2016. Hibbing classes started on September 26, 2016 due to construction being completed in the classrooms.

Parkview Learning Center had a dedication ceremony on August 25th to celebrate the new addition. Interviews will be held October 5-6, 2016 for the open Mental Health Professional position. **Diane Taylor moved to accept the Director’s Report, supported by Cherie Avirill Manner. Motion carried unanimously.**

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

**SFY 2016 MN HEAD START GRANT:** This grant for $629,739.00 is for the period from July 1, 2016, through June 30, 2017, the Current Period Actual Expenditures are $28,311.74; the YTD Expenditures are $37,200.19; YTD Encumbrance is $1,161.00; and the Balance is $5914,377.81. Spending of this grant is on target with our planned expenditures and projections.

**FY 2016 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $2,026,937.00 is for the period from April 1, 2016, through March 31, 2017. The Current Period Actual Expenditures are $91,672.30; the YTD Actual Expenditures are $522,610.87; the YTD Encumbrance is $2,322.00; and the Balance is $1,502,004.13. Spending of this grant is on target with our planned expenditures and projections.

**FY 2016 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $1,054,699.00 is for the period from April 1, 2016, through March 31, 2017. The Current Period Actual Expenditures are $70,497.25; the YTD Actual Expenditures are $329,380.565; YTD Encumbrance is $1,161.00 and the Balance is $724,157.44. 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. **Diane Taylor moved to accept the Financial Reports, supported by Ruthie Gornik. Motion carried unanimously.**

**IX. COMMUNITY RELATIONS MANAGER REPORT:** Jerry presented the enrollment report. A discussion was held. **Ruthie Gornik moved to accept the Community Relations Manager’s report, supported by Diane Taylor. Motion carried unanimously.**
A. **AEOA BOARD MEETING-August 17, 2016:** Cherie Avirill Manner, Cathy Zelinski and Skip attended. A strategic plan was done for the Koochiching CAP agency to make recommendations. Three options were presented. 1. Continue on as currently doing. 2. Go back to separate agencies. 3. Merge the two together. There is a concern with option 3 for Head Start as one of the Head start Programs must be given up. Ivy Manor obtained funding to move forward. AEOA’s new building is put on hold due to no bonding funds available at this time. Resolutions were presented for Ivy Manor and Service Plans for Head Start. Weatherization’s union is working on increasing wages. Unsolicited gifts and awards $25.00 or less can be kept by staff. Any unsolicited gifts and awards over $25.00 must be turned over to the agency. **Diane Taylor moved to accept the AEOA Executive Committee Meeting Report, supported by Ruthie Gornik.** Motion carried unanimously.

X. **OLD BUSINESS**

A. **DURATION GRANT-** Skip presented the new proposed budget for approval and discussed the plans for the duration grant. A discussion was held. **Ruthie Gornik moved to accept the Duration Grant Budget, supported by Cherie Avirill Manner.** Motion carried unanimously.

B. **STRATEGIC PLANNING APPROVAL-** Skip shared our program goals with members.

C. **POLICY COUNCIL ORIENTATION 11-9-16-** Skip will check on the availability of the United in Christ Church. This year’s theme is The Decades of Head Start. Orientation will be from 9:30 a.m. to 1:30 p.m. There will be snacks, lunch and decorations. Volunteers are welcome to help.

D. **SCHOOL READINESS:** Skip reported that we need to match our goals with state’s early learning standards once they are updated.

E. **PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

XI. **NEW BUSINESS:**

A. **POLICIES AND PROCEDURES-** Kelly presented the Social-Emotional Developmental Screenings and Monitoring Policy to replace the Developmental Screenings and Monitoring: Ages & Stages Questionnaires: Social Emotional (ASQ;SE) Policy. **Ruthie Gornik moved to accept the Social-Emotional Developmental Screenings and Monitoring Policy, supported by Diane Taylor.** Motion carried unanimously. Kelly presented the Developmental Screenings and
Monitoring: Ages & Stages Questionnaires (ASQ 3) and updated it to Developmental Screenings and Monitoring Policy. **Diane Taylor moved to accept the Developmental Screenings and Monitoring Policy, supported by Diane Taylor. Motion carried unanimously.**

**B. NEW EMPLOYEE RECOMMENDATIONS:** Skip recommended Sonja Munns for the Teacher Long Term Sub position in Hibbing IV. **Ruthie Gornik moved to accept Sonja Munns for the Long Term Sub position, supported by Cheri Avirill Manner. Motion carried unanimously.**

Skip recommended Mary Beth Johnson for the Classroom Assistant position in HAP I. **Diane Taylor moved to accept Mary Beth Johnson for the Classroom Assistant position, supported by Ruthie Gornik. Motion carried unanimously.**

Skip recommended Trista Anderson for the Classroom Assistant position in HAP II. **Diane Taylor moved to accept Trista Anderson for the Classroom Assistant position, supported by Ruthie Gornik. Motion carried unanimously.**

**C. POLICY COUNCIL MEETING SCHEDULE** Wednesday December 7, 2016- at 9:30 a.m. at AEOA in the conference room in the basement.

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

**XII. MISCELLANEOUS DISCUSSION:** None.

**XIII. ADJOURNMENT:** Jennifer Elmberg moved to adjourn the meeting, supported by Cassandra Weber. **Motion carried unanimously.** The meeting was adjourned at 11:17 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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