The Policy Council meeting was held on October 7, 2015 at AEOA in conference room 2 Virginia, Minnesota.
I. **CALL TO ORDER:** The Arrowhead Head Start Policy Council Meeting was called to order by Tiffany Hinchliffe, Chairperson at 9:38 a.m. on Wednesday, October 7, 2015.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 5 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. Jenna Johnston moved to conduct an official meeting, supported by Janet Burke. Motion carried unanimously.

III. **CORRECTION/APPROVAL OF August 12, 2015 POLICY COUNCIL MINUTES:** None. Jenna Johnston moved to approve the August 12, 2015 Policy Council Minutes as written, supported by Jenna Johnston. Motion carried unanimously.

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

V. **CORRESPONDENCE:** None

VI. **REPORTS:**
   A. **DIRECTOR’S REPORT:** Norman “Skip” Ferris III presented the Directors Report. New Performance Standards will be implemented. Some of the new proposed standards are having only Center based programs, a minimum 6 hour per day program and 180 classroom days. Currently we have a minimum of 128 days. EHS is will still be home based. Skip will keep members posted as new information becomes available.

   The Federal government avoided the October 1st shutdown. It is operating on a resolution into the month of December. A shutdown could still be in the plans.

   We will have CLASS observations the week of November 2, 2015 as part of our Federal Monitoring. We are working with our staff to get them prepared. We have a current opening for a Center Manager position in Eveleth-Gilbert. There are currently two Head Start programs up for re-competition right now: Reach-Up Head Start in St. Cloud and Western Head Start in Southwest MN.

   Babbitt and South Ridge are doing well. The South Ridge teachers are learning the Head Start world and experiencing our challenges. Grand Marais is overcoming challenges with teachers having 2 classes per day.
Our MN Grant was approved for $630,787. Head Start was also approved for Pathway II Scholarship Grants. Eveleth-Gilbert received $18,750; Hibbing received $120,000; Mesabi East received $39,573; and St. Louis County Schools received $56,992. Bussing will be provided for Eveleth-Gilbert, Hibbing and Mesabi East. Head Start will be serving an additional 18 children in Grand Marais and South Ridge.

The Family Fund Event will be held at Simek’s farm on October 17, 2015. There will be a corn maze, small petting zoo and hay rides for all Head Start families. Invitations have been sent out. Transportation will be provided to families. There was a Family Fun night in Grand Marais on September 24, 2015. The author and illustrator of MOO! books was the main attraction at the event. Jenna Johnston moved to accept the Director’s Report, supported by Cathy Zelinski. Motion carried unanimously.


**SFY 2015 MN HEAD START GRANT:** This grant in the amount of $498,148.00 is for the period from July 1, 2014, through June 30, 2015, the Current Period Actual Expenditures are $39,233.74; the YTD Expenditures are $68,623.70; YTD Encumbrance is $3,061.63; and the Balance is $419,462.67. Spending of this grant is on target with our planned expenditures and projections.

**FY 2015 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $2,026,187.00 is for the period from April 1, 2015, through March 31, 2016. The Current Period Actual Expenditures are $147,174.32; the YTD Actual Expenditures are $592,832.94; the YTD Encumbrance is $3,061.63; and the Balance is $1,256,337.43. Spending of this grant is on target with our planned expenditures and projections.

**FY 2015 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $1,054,699.00 is for the period from April 1, 2015, through March 31, 2016. The Current Period Actual Expenditures are $82,276.02; the YTD Actual Expenditures are $449,895.90; YTD Encumbrance $2783.30 and the Balance is $602,019.80. 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. Jenna Johnston moved to accept the Financial Reports, supported by Janet Burke. Motion carried unanimously.

B. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden presented members with the updated Child Record Keeping System Policy/Procedure.
Jenna Johnston moved to accept the updated Child Record Keeping System Policy/Procedure the Community Relations Manager submitted, supported by Janet Burke. Motion carried unanimously. Jerry presented the enrollment report. We are currently full. We are looking for Lake County Head Start children. Jerry presented the transportation details for the Simek’s farm Family Fun Event. Janet Burke moved to accept the Community Relations Manager’s report, supported by Jenna Johnston. Motion carried unanimously.

C. AEOA EXECUTIVE COMMITTEE MEETINGS-SEPTEMBER 16, 2015 Skip presented the CACFP resolution for approval. The Executive Committee went into a closed meeting for the replacement of the Executive Director’s position. Janet Burke moved to accept the AEOA Executive Committee Meeting Report, supported by Cathy Zelinski. Motion carried unanimously.

VII. OLD BUSINESS:
A. PATHWAY II SCHOLARSHIPS UPDATE- Skip reported this in his Director’s report.

B. BUS WAIVERS UPDATE: Skip informed members that we are waiting approval for Babbitt and Chisholm.

C. EHS/CHILD CARE PARTNERSHIP GRANT UPDATE: Skip reported that our partnership agreement has been terminated with TCC.

D. POLICY COUNCIL ORIENTATION- A discussion was held for possible themes for our orientation on November 10, 2015. Members decided on honoring our Veteran’s. Skip will book the United in Christ Church. Members also decided on pizza, salad and soft drinks for our lunch. We will have our orientation from 9:30 a.m. to 1:30 p.m. Lunch will be served around 11:30 a.m. We will be electing new Policy Council officers at our December 2, 2015 meeting.

E. PARENT ACTIVITY FUND: Skip recommended that members bring their ideas to the orientation meeting on November 10, 2015 for discussion.
VIII. **NEW BUSINESS:**

**A. NEW EMPLOYEE RECOMMENDATIONS:** Skip recommended Coni Erickson for the Special Needs Assistant (SNA) position at Mesabi East. **Jenna Johnston moved to accept Coni Erickson for the SNA position, supported by Cathy Zelinski. Motion carried unanimously.**

Skip recommended Mary Johnson for the Special Needs Assistant (SNA) position at Two Harbors. **Jenna Johnston moved to accept Mary Johnson for the SNA position, supported by Janet Burke. Motion carried unanimously.**

Skip recommended Kim Scherf for the Special Needs Assistant (SNA) position at Mt. Iron-Buhl. **Jenna Johnston moved to accept Kim Scherf for the SNA position, supported by Cathy Zelinski. Motion carried unanimously.**

Skip recommended Rhiannon Strong for the Special Needs Assistant (SNA) position at Hibbing III. **Jenna Johnston moved to accept Rhiannon Strong for the SNA position, supported by Janet Burke. Motion carried unanimously.**

Skip recommended Deneva Aho for the Special Needs Assistant (SNA) position at Chisholm II. **Cathy Zelinski moved to accept Deneva Aho for the SNA position, supported by Joe Paschke. Motion carried unanimously.**

Skip recommended Ashley Kedrowski for the EHS Home Base (HB) Educator position in Hermantown. **Janet Burke moved to accept Ashley Kedrowski for the Hermantown EHS HB Educator position, supported by Joe Paschke. Motion carried unanimously.**

Skip recommended Patricia Sullivan for the Center Manager position Chisholm II. **Jenna Johnston moved to accept Patricia Sullivan for the Center Manager’s position, supported by Janet Burke. Motion carried unanimously.**

**B. SFY 2016 FUNDING APPLICATION:** Skip presented in the Director’s report.

**C. PARENT COMMUNITY REPRESENTATION REPORTS:** Skip and Janet Burke attended the Northern Lights Cluster Director’s meeting. Doris Holstrom asked Janet to present her safety in the woods presentation to the class again this year. Two Harbors had fire safety at the Fire Department. Cathy Zelinski shared with members about the grant money that Essentia Health has available for special needs children. Anyone interested can go through Social Services to apply for these special services through Essentia Health. Bob Larkin shared the AEOA board meeting with members. The compensation salary adjustment resolution was presented. RFP was hired to assist in hiring a new AEOA Executive Director. The annual meeting will be held at Lake Esquagama on October 21, 2015.
D. **POLICY COUNCIL MEETING SCHEDULE NOVEMBER 10, 2015**- United in Christ Church at 9:30-1:30. Veteran’s Recognition is our theme. Please feel free to wear camo, your favorite service colors, T shirts, etc.

IX. **MISCELLANEOUS DISCUSSION:** Jenna Johnston brought up a discussion about in kind when you have 2 children in Head Start. You can only separate the in kind if you are reading a different book to each child. You can’t multiply one activity times 2 kids.

X. **ADJOURNMENT:** Amber Redinger moved to adjourn the meeting, supported by amber Skinner. **Motion carried unanimously.** The meeting was adjourned at 10:54 a.m.

Respectfully submitted,

___________________________________________
Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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