ARROWHEAD HEAD START POLICY COUNCIL MINUTES
October 8, 2014

PRESENT:

Alane O’Bryan Program Manager
Amanda Oferosky Mt Iron Buhl Combo
Amber Redinger Two Harbors Combo
Amber Skinner Hermantown and Lake County EHS
Angie Pike Virginia II Center
Bailey Pommier Quad and East Range EHS
Barb Fedora Program Manager
Bob Larkin Representative from AEOA Board
Cheryl Zillmer Ely Center
Chuck Neil Health Manager
Deb Fisher Mental Health Manager
Dreanna Plaisted Quad I and II EHS
Jenna Johnston Two Harbors Combo
Jerry Crittenden Community Relations Manager
Jessica Sandnas Eveleth-Gilbert Center
Joe Paschke Virginia I Center
Josiah Dronebarger Virginia Toddler Center
Judy Kelly Disabilities Manager
Kelly Hill EHS Program Manager
Kris Edstrom Mesabi East Center
Kristen Gustafson Chairperson
Kristina Troop CHIC and Northern Tier EHS
Kristine Norberg Family Service Manager
Lynette Traver Hibbing II Center
Meggin McLean Hibbing I Center
Raeanne Bergren Hermantown and Proctor II Center
Sasha Dahl Virginia I Center
Stacy Hegfors Ely Center
Tiffany Hinchliffe Mesabi East Center
Norman “Skip” Ferris III Head Start Director
Tracy Sandnas Head Start Finance Supervisor
The annual Arrowhead Head Start Policy Council Orientation was held on October 8, 2014, at United in Christ Lutheran Church in Eveleth, Minnesota, prior to the Policy Council Meeting. Policy Council members were trained on their Roles and Responsibilities.

I. **CALL TO ORDER:** The Arrowhead Head Start Policy Council Meeting was called to order by Kristin Gustafson, Chairperson, at 1:25 p.m. on Wednesday, October 8, 2014, at United In Christ Lutheran Church, Eveleth MN.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 21 members present. A quorum was established.

III. **CORRECTION/APPROVAL OF September 3, 2014 POLICY COUNCIL MINUTES:** No corrections were made. Kris Edstrom moved to approve the September 3, 2014 Policy Council Minutes as written, supported by Sasha Dahl. Motion carried unanimously.

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Norman “Skip” Ferris III added Carry Over Parents and Parent Advisor under Old Business and Health and Safety Screener and Governance Screener under New Business. Kris Edstrom moved to approve the additions to the agenda, supported by Sasha Dahl. Motion carried unanimously.

V. **CORRESPONDENCE:** None

VI. **REPORTS:**

A. **DIRECTOR’S REPORT:** Skip presented the Directors Report. Skip addressed members to let them know that we will talk about what is happening with State and Federal Legislation affecting Head Start. At times, it may be suggested that Policy Council members contact their members of congress. Congress passed a continuing resolution through the end of December to keep our funding going. Mesabi East Head Start rooms will be moving. We are waiting for licensing before that can begin. Virginia expansion is still proceeding. Hibbing Head Start has new classrooms this year and staff has a new office space. On Wednesday,
October 22 there will be an open house at the Hibbing School from 5:00 pm. To 6:30 p.m. New monitoring reviews are coming out. We will have smaller reviews at different times during the 5 year grant cycle. Skip shared his email with members that he received on upcoming monitoring reviews. Skip also talked about the Classroom Assessment Scoring System (CLASS) **Kris Edstrom moved to accept the Director's Report, supported by Sasha Dahl. Motion carried unanimously.**

**B. FINANCIAL REPORT:** Skip presented the Financial Report.

**FY 2014 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $1,509,131.00 is for the period from July 1, 2014, through March 31, 2015. The Current Period Actual Expenditures are $76,125.05; the YTD Actual Expenditures are $132,600.98; the YTD Encumbrance is $3,144.95; and the Balance is $1,428,822.16. Spending of this grant is on target with our planned expenditures and projections.

**FY 2014 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $817,810.00 is for the period from July 1, 2014, through March 31, 2015. The Current Period Actual Expenditures are $75,897.35; the YTD Actual Expenditures are $184,513.95; YTD Encumbrance $728.99 and the Balance is $709,193.40. Spending of this grant is on target with our planned expenditures and projections.

**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 $31,058.41; the YTD Expenditures are $84,510.55; YTD Encumbrance is $0.00; and the Balance is $437,695.86. 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. **Kris Edstrom moved to accept the Financial Reports, supported by Cheryl Zillmer. Motion carried unanimously.**

**C. COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden presented the report and explained the enrollment process to members. **Kris Edstrom moved to accept the Community Relations Report, supported by Sasha Dahl. Motion carried unanimously.**

**D. AEOA EXECUTIVE COMMITTEE REPORT-SEPTEMBER 17, 2014-** Skip reported that he reviewed the on-going monitoring report to the committee and had the Child and Adult Food Care Program(CACFP) resolutions approved. Scholarship dollars for a transportation resolution was approved for Hibbing and Eveleth-
Gilbert. Senior Service did a food service contract, the agency received audit approval, Ely Food Shelf received photo copiers and a compensation task force is doing a wage comparison for the agency. **Kris Edstrom moved to accept the AEOA Executive Committee Report, supported by Sasha Dahl. Motion carried unanimously.**

**E. PARENT /COMMUNITY REPRESENTATIVE REPORTS:** Kristen explained the classroom/home base sharing process with members. A motion was made to move this report to the end of the agenda at Policy Council Meetings. **Kris Edstrom moved to move the Parent/Community Representative Reports to the end of the agenda, supported by Cheryl Zillmer. Motion carried unanimously.**

**VII. OLD BUSINESS:**

A. **CARRY OVER PARENTS:** Skip explained that parents are allowed to serve three one year terms in a lifetime on the Policy Council. Carry Over parents are like community representatives because they can’t hold an office. Angie Pike was nominated by Sasha Dahl and supported by Cheryl Zillmer. Joe Paschke was nominated by Amber Redinger and supported by Jenna Johnston. Amber Redinger nominated Jenna Johnston supported by Sasha Dahl. Kristina Troop nominated Meggin McLean supported by Sasha Dahl. **Kris Edstrom moved for a unanimous ballot to accept the nominated Carry Over Parents, supported by Sasha Dahl. Motion carried unanimously.**

B. **PARENT ADVISOR:** Skip explained that after a parent serves three one year terms on the Policy Council, that parent can remain on the Policy Council for one more year as a parent advisor. The parent has no voting rights and can’t hold an office. **Sasha Dahl moved to accept Kristin Gusafson as the Parent Advisor, supported by Tiffany Hinchliffe. Motion carried unanimously.**

C. **POLICY COUNCIL BY-LAWS:** Skip presented the changes to the by-laws that are written in red. **Kris Edstrom moved to accept the changes to the by-laws, supported by Cheryl Zillmer. Motion carried unanimously.**

D. **PATHWAY II SCHOLARSHIPS:** Skip gave members an update. Hibbing and Eveleth-Gilbert received the scholarships. The money is to be used exclusively for transportation.
E. **BUS WAIVER UPDATES:** Skip reported that Babbitt and Chisholm were approved.

F. **EHS/CHILD CARE PARTNERSHIP GRANT:** Skip reported that he is still waiting for the outcome of the application which will be sometime between December and March. Skip will keep members updated.

G. **SCHOOL READINESS:** Skip presented the school readiness goals matrix that members received in their Policy Council folders. He will give more details at our future meetings with the help of the Program Managers.

H. **PARENT FAMILY COMMUNITY ENGAGEMENT (PFCE):** Skip presented the goals as well as the family outcomes to give members an insight as to what we are doing with our families. A future presentation will be provided by the Family Service Manager.

VIII. **NEW BUSINESS:**

A. **NEW EMPLOYEE RECOMMENDATIONS:** The following employees were recommended for the following Head Start Positions: Karen Cianni was recommended for the Special Needs Assistant (SNA) in Hibbing III. **Kris Edstrom moved to accept Karen Cianni as the SNA in Hibbing III, supported by Sasha Dahl. Motion carried unanimously.** Kayla Schaefer was recommended for the new SNA in the Mt. Iron Buhl (MIB) Combo. **Kris Edstrom moved to accept Kayla Schaefer as the new SNA in MIB Combo, supported by Sasha Dahl. Motion carried unanimously.** Cynthia Bilges was recommended for the Hermatown EHS Home Base Educator. **Sash Dahl moved to accept Cynthia Bilges for the Hermatown EHS Home Base Educator, supported by Jenna Johnston. Motion carried unanimously.** Linda Kraines was recommended for the Hermatown EHS Home Base Educator. **Tiffany Hinchliffe moved to accept Linda Kraines for the East Range EHS Home Base Educator, supported by Kris Edstrom. Motion carried unanimously.** Cassie Berrini was recommended for the Teacher Assistant (TA) position in Chisholm II. **Kris Edstrom moved to accept Cassie Berrini for the TA position in Chisholm II, supported by Sasha Dahl. Motion carried unanimously.** Elizabeth Nelson was recommended for the Teacher Assistant (TA) position in the Virginia Toddler Center (VTC). **Kris Edstrom moved to accept Elizabeth Nelson for the TA position in the VTC, supported by Raeanne Bergren. Motion carried unanimously.** Lauri Radle was recommended for the Long Term Substitute as a center manager Virginia I and Chisholm II. **Amber Redinger moved to accept Lauri Radle for the Long Term Sub Center Manager Position, supported by Sasha Dahl. Motion carried unanimously.** Tina Bussey was recommended for the SNA in Hibbing IV. **Lynette Traver moved...**
to accept Tina Bussey as the SNA in Hibbing IV, supported by Kris Edstrom. Motion carried unanimously.

B. HEALTH AND SAFETY SCREENER: Skip presented that every classroom and site has a form to fill out so we have a safe environment for our children. Skip read Health Manager, Chuck Neil’s memo to PC Members on this screening verifying all classrooms and primary socialization sites meet all the health and safety requirements. **Kris Edstrom moved to accept the report and sign the certification of health and screening, supported by Sasha Dahl. Motion carried unanimously.**

C. HEAD START GOVERNANCE SCREENER: Skip presented the Governance, Leadership, and oversight capacity screener. Skip is working with Harlan Tardy to get an attorney on the AEOA Board of Directors to be in full compliance with Head Start guidelines. **Kris Edstrom moved to accept the report and sign the certification of Head Start Governance Screening, supported by Sasha Dahl. Motion carried unanimously.**

D. PARENT ACTIVITY FUND: Skip explained the Parent Activity Fund to members. We will discuss possible topics at our next meeting. In November each classroom will get $25.00 once the Policy Council Members have chosen a topic for classrooms to follow.

E. POLICY COUNCIL MEETING Wednesday, November 12, 2014: The meeting will be held at the AEOA Conference Room from 9:30 a.m. to 12:00 p.m. Policy Council Officers will be elected at this meeting.

F. PARENT –FAMILY COMMUNITY ENGAGEMENT REPORT:

   a. Hermantown and Lake County EHS Home Base are scheduled to go on the big trucks in Silver Bay. They will get to climb in them and “toot” the horn.
   b. Two Harbors Combo had fire station representatives come and the kids got to put on uniforms.
   c. Hibbing II went to the fire station.
   d. Virginia I had Dad’s and a fire station visit.
   e. Ely went to the fire station.

IX. MISCELLANEOUS DISCUSSION: None.

X. ADJOURNMENT: Cheryl Zillmer moved to adjourn the meeting, supported by Mary Wentland. **Motion carried unanimously.** The meeting was adjourned at 3:2 p.m.
Respectfully submitted,

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Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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