ARROWHEAD ECONOMIC OPPORTUNITY AGENCY
702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES
OCTOBER 9, 2013

ATTENDANCE:
Kristin Gustafson  Chairperson
Cheryl Zimmer     Ely Center
Jessica Sandnas   Eveleth-Gilbert Center
Vickie Heller     HAP II Center
Meggin McLean     Hibbing I Center
Antoinette Blain  Hibbing III Center
Jenny Anderson    Hibbing IV Center
Kris Edstrom      Mesabi East Center
Amanda Autio      Mt. Iron-Buhl Combination
Jenna Johnston    Two Harbors Center
Kristin Gustafson Virginia I Center
Angie Pike        Virginia II Center
Jessie Dishneau   Virginia Toddler Center
Amber Skinner     Lake County EHS HB/Hermantown EHS HB/Hermantown
Bailey Pommier    Quad EHS HB/East Range EHS HB/Northern Tier EHS HB
Erin Shay         Community Representative – United Way
Bob Larkin        Representative to AEOA Board
Hershelee Morton  2012-2013 Policy Council-Mt. Iron Buhl Combination
Romona Vitali     2012-2013 Policy Council-Chisholm II
Doreen Simone     2012-2013 Policy Council-Hibbing III Center
Mary Wentland     2012-2013 Policy Council-Hibbing EHS & West Range HB
Joe Paschke       2012-2013 Policy Council-Virginia I Center
Norman “Skip” Ferris III Head Start Director
Tracy Sandnas     Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
Chisholm I & II Center Hibbing EHS HB/West Range EHS HB/CHIC EHS HB/
Hibbing II Center   CHIC & Northern Tier EHS HB
Hermantown and Proctor I   Babbitt Combination Center
Quad EHS HB/East Range EHS HB/Northern Tier EHS HB

The annual Arrowhead Head Start Policy Council Orientation was held on October 9, 2013, 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 outgoing 2012-2013 Representative/Secretary Hershelee Morton at 1:25 p.m. on Wednesday, October 9, 2013, at United in Christ Lutheran Church in Eveleth, Minnesota.


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 11, 2013 POLICY COUNCIL MINUTES:** Kristin Gunderson moved to approve the September 11, 2013 Policy Council Minutes as written, supported by Doreen Simone. Motion carried unanimously.

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

V. **CORRESPONDENCE:** None.

VI. **ELECTION OF OFFICERS:** Norman “Skip” Ferris reported that a description sheet of Policy Council officers was mailed with the Policy Council Orientation/Meeting notice and was also included in the Policy Council Orientation folder. Training for new members was held prior to the meeting. The following were nominated and elected for 2013-2014 Policy Council positions:

A. **CHAIRPERSON:** Kristin Gustafson was nominated, and no other nominations were offered. She was elected Chairperson. Newly elected Chairperson Kristin Gustafson assumed chairing the meeting.

B. **VICE-CHAIRPERSON/PARLIAMENTARIAN:** Jenny Anderson was nominated, and no other nominations were offered. She was elected Vice-Chairperson/Parliamentarian.

C. **SECRETARY:** Meggin McLean was nominated, and no other nominations were offered. She was elected Secretary.

D. **REPRESENTATIVE TO THE BOARD:** Angie Pike, Kris Edstrom, and Antoinette Blaine were nominated. Kris Edstrom was elected as Representative to the Board.

E. **SPA REPRESENTATIVE:** Amanda Autio and Jenna Johnston were nominated. Amanda Autio was elected SPA Representative.

F. **SPA ALTERNATE:** Jenna Johnston and Vickie Heller were nominated. Vickie Heller was elected SPA Alternate.

E. **CARRY-OVER PARENTS:** Skip explained the Carry-Over Parent position. We can have up to four (4) Carry-Over Parents. Carry Over parents will be tabled until the next meeting, pending the outcome of Virginia I and Chisholm I & II representatives. Meggin McLean moved to table nominations for Carry-Over Parents, supported by Kris Edstrom. Motion carried unanimously.

F. **COMMUNITY REPRESENTATIVES:** Erin Shay from the Northeastern Minnesota United Way was unanimously approved as a Community Representative to the Policy Council.

G. **PARENT ADVISOR:** None
VII. REPORTS:

DIRECTOR’S REPORT: Skip presented the Director Report. Policy Council members were encouraged to read the Arrowhead Head Start Annual Report. The sequester was summarized for Policy Council members. **Kris Edstrom moved to accept the Director’s Report, supported by Kris Edstrom. Motion carried unanimously.**


**FY 2013 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of 1,949,320.00 is for the period from April 1, 2013, through March 31, 2014. The Current Period Actual Expenditures are $109,716.70; the YTD Actual Expenditures are $439,847.94; the YTD Encumbrance is $3969.40; and the Balance is $1,329,49.46 The spending of this grant is on target with our planned expenditures and projections.

**FY 2013 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $935,685.00 is for the period from April 1, 2013, through March 31, 2014. The Current Period Actual Expenditures are $69,734.67; the YTD Actual Expenditures are $321,685.27; and the Balance is $603,610.16. The spending of this grant is on target with our planned expenditures and projections.

**SFY 2014 MN HEAD START GRANT:** This grant in the amount of $498,651 is for the period from July 1, 2013, through June 30, 2014, the Current Period Actual Expenditures are $35,813.70; the YTD Expenditures are $54,859.67; and the Balance is $443,134.33. The spending of this grant is on target with our planned expenditures and projections. **Meggin McLean moved to accept the Financial Report, supported by Kris Edstrom. Motion carried unanimously.**

B. COMMUNITY RELATIONS MANAGER REPORT: Skip presented the Community Relations Manager Report. We are at full enrollment. **Kris Edstrom moved to accept the Community Relations Manager’s Report, supported by Meggin McLean. Motion carried unanimously.**

C. AEOA BOARD OF DIRECTORS EXECUTIVE COMMITTEE REPORT: Skip reported on the AEOA Board of Directors Executive Committee Meeting held on September 17, 2013. The 2013-2014 Head Start Child and Adult Care Food Program Application Renewal was approved. New building plans were discussed for AEOA. A discussion was held on the fiscal work being done for the Kootasca Community Action Program. **Meggin McLean moved to accept the AEOA Board of Directors Executive Committee Report, supported by Angie Pike. Motion carried unanimously.**
D. **PARENT/COMMUNITY REPRESENTATIVE REPORTS:** Skip explained that this is the time for Policy Council members to share what is happening at their site. Hibbing I went on a field trip to the fire hall. Mesabi East went to the police department and Hermantown and Proctor will be visiting the fire hall.

VIII. OLD BUSINESS:

A. **RE-COMPETITION APPLICATION:** Skip presented a Power Point presentation showing the program design of the Birth to Five Designation Renewal System. Skip explained that a small committee met to work on this. A discussion was held on the application. **Kris Edstrom moved to accept the 2014-2015 Grant Application, supported by Meggin McLean. Motion carried unanimously.**

Chairperson Kristin Gustafson had to leave. Vice Chairperson Jenny Anderson took over chairing the meeting.

B. **SCHOOL READINESS:** Skip encouraged new members to read this in the Head Start annual report included in member’s packets.

C. **PARENT FAMILY COMMUNITY ENGAGEMENT (PFCE):** Skip encouraged new members to read the PFCE outcomes and goals in the Head Start annual report included in member’s packets.

IX. NEW BUSINESS:

A. **NEW EMPLOYEE RECOMMENDATIONS:** Skip explained the interview process. Formal hiring is contingent upon Policy Council approval. The Policy Council must either approve or disapprove of all hiring of Head Start staff.

B. **NEXT POLICY COUNCIL MEETING Wednesday November 13, 2013:** The meeting will be held at AEOA in conference room 2 in the basement.

X. **MISCELLANEOUS DISCUSSION:** None

XI. **ADJOURNMENT:** **Meggin McLean moved to adjourn the meeting, supported by Jenna Johnston. Motion carried unanimously.** The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

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Tracy Sandnas, Finance and Administrative Assistant
Arrowhead Head Start

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