I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Representative to the AEOA Board of Directors Aprille Caroon at 10:15 a.m. on Tuesday, December 14, 2010, in the Large Conference Room at AEOA in Virginia, Minnesota.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing 10 members present. A quorum was established.

III. CORRECTION/APPROVAL OF NOVEMBER 9, 2010 POLICY COUNCIL MINUTES: Janell Wilson moved to approve the November 9, 2010 Policy Council Minutes as written, supported by Amanda Weisinger. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: None.

V. CORRESPONDENCE: Norman “Skip” Ferris reported that he received an email from Chairperson Corey Borden resigning from the Policy Council due to her work schedule.
VI. REPORTS:
A. DIRECTOR REPORT:  Norman “Skip” Ferris presented the Director Report.

NHSA LEGISLATIVE UPDATE:  Norman “Skip” Ferris reported that he has sent emails to Policy Council members encouraging them to email legislators regarding the federal appropriation level which will significantly affect the future of Head Start and Early Head Start. The Early Head Start Expansion grant is scheduled to end September 29, 2011. We are trying to find support in Congress to continue the Early Head Start Expansion funding. Minnesota is one (1) of the top two (2) states that Head Start parents have contacted legislators. Amanda Weisinger asked if there is a cheat sheet on what to say to legislators. Norman “Skip” Ferris responded that he will send her out information since she does not have access to the website. The following are some of the specifics of the House bill and how it will affect Head Start and Early Head Start:

- No earmarks are included in the bill.
- The overall cost of the bill is $1.089 trillion, which is below the $1.1 trillion target level hoped for by many in Congress.
- The bill was created by Appropriations Chairman Dave Obey and Appropriations Ranking Member Jerry Lewis and is $45.9 billion less that the President’s FY 2011 budget request.
- It passed the House by a vote of 212 – 206.

Specific to Head Start/Early Head Start:
- The Head Start/Early Head Start total appropriation is $7.5 billion. This appropriation is an increase of $0.314 billion from last year’s base funding level, but it is about $0.6 billion below the President’s budget request for Head Start in FY 2011.
- The $0.314 billion increase in FY 2011 provides half a year of funding for the recently expanded Head Start and Early Head Start slots. This bill continues funding for the slots through the middle to end of 2012.
- The $0.314 billion increase includes funding for the actual enrolled expansion slots as of October 31, 2010. This means that if slots were not filled as of that date, they are not funded in the bill. All Arrowhead Head Start slots were filled as of October 31, 2010.

The bill has been sent to the Senate. There is no word yet if the Senate will pass the House version, create their own bill, or try to pass an omnibus bill that sets new funding levels.

NEW TRAINING AND TECHNICAL ASSISTANCE (T/TA) SYSTEM:  Our new Early Childhood Education Specialist is Chris DeGroote. Chris is a former Program Manager for Arrowhead Head Start. The T/TA System has changed. Her role is limited on what she can do for us to four (4) specific areas:

- School Readiness
- Career Development/Professional Development
- Parent and Family Engagement
- State Collaboration.

The following National Centers have been established with universities and private programs to provide assistance:

- Quality Teaching and Learning
- Cultural and Linguistic Responsiveness
- Program Management and Fiscal Operations
- Parent, Family and Community Engagement
- Health, Oral Health, Mental Health and Nutrition

We have a questionnaire to complete, and we will be meeting with her again to determine what are needs are.
OFFICE OF EARLY LEARNING:  Norman “Skip” Ferris is on the Task Force for the Office of Early Learning. The state legislature charged the Early Childhood Advisory Council with creating a task force to consider how to coordinate early childhood care and education programs from the Departments of Education, Health, and Human Services into a single administrative structure. The goal of the Early Childhood Advisory Committee is to have all children ready for Kindergarten by 2020. Public input from parents of young children, professionals who work with young children, and others is an important part of the recommendation process. There is a survey monkey for parents to provide input. Policy Council members were encouraged to complete the survey at http://www.surveymonkey.com/OELMN before December 17, 2010. There was a public comment on December 2, 2010, at Mesabi Community College in Virginia. The consultant hired is Dr. Karen Cadigan originally from Hermantown and an Arrowhead Head Start graduate.

ELECTION OF NEW POLICY COUNCIL CHAIRPERSON:  This item is on the agenda.

RETIREMENT CARD FOR FAMILY ADVOCATE SUE LUND:  Eveleth-Gilbert I and II Family Advocate Sue Lund is retiring December 31, 2010, after 30 years. A card was circulated for Policy Council members to sign.

ARROWHEAD HEAD START MONTHLY ON-GOING MONITORING PROGRESS REPORT: Policy Council members were encouraged to read the Arrowhead Head Start Monthly On-Going Monitoring Progress Report dated December 8, 2010, for October-November, 2010, included in the Policy Council folder handout. This report is done both for the AEOA Board of Directors and Policy Council.

Parent Advisor Bo Jaxon provided information on a new dentist in Cook (Dr. Bebeau) who will see children as a priority. They will accept medical assistance. Policy Council members were encouraged to share this information with parents at their site. They also have medical services with a sliding fee scale.

Jaclyn Tague moved to accept the Director's Report, supported by Janell Wilson. Motion carried unanimously.


FY 2010 FEDERAL PRESCHOOL HEAD START GRANT:  The FY 2010 Federal Preschool Head Start Grant in the amount of $2,083,119 is for the period from April 1, 2010, through March 31, 2011. The Current Period Actual Expenditures are $187,078.52; YTD Actual Expenditures are $985,803.84; YTD Encumbrance is $1,033.11; and Balance is $1,096,282.05. The spending of this grant is on target with our planned expenditures and projections.

FY2010 FEDERAL EARLY HEAD START GRANT:  The FY 2010 Federal Early Head Start Grant in the amount of $566,404 is for the period from April 1, 2010, through March 31, 2011. The Early Head Start Grant is included with the Federal Head Start Grant application. The Current Period Actual Expenditures are $42,414.05; YTD Actual Expenditures are $324,154.50; YTD Encumbrance is $94.98; and Balance is $242,154.52. The spending of this grant is on target with our planned expenditures and projections.
FY 2010 FEDERAL EARLY HEAD START ARRA EXPANSION GRANT: The FY 2010 Federal Early Head Start ARRA Expansion Grant in the amount of $368,692 is for the period from September 30, 2010, to September 29, 2011. The Current Period Actual Expenditures are $21,257.47; YTD Actual Expenditures are $37,526.71; and Balance is $331,165.29. The spending of this grant is on target with our planned expenditures and projections.

SFY 2011 MN HEAD START GRANT: The FY 2011 MN Head Start Grant in the amount of $556,144 is for the period from July 1, 2010, through June 30, 2011. The Current Period Actual Expenditures are $44,351.66; YTD Actual Expenditures are $150,859.83; Encumbrance is $(1,216.45); and Balance is $406,500.62. The spending of this grant is on target with our planned expenditures and projections.

Ami Keene moved to accept the Financial Report, supported by Jaclyn Tague. Motion carried unanimously.

C. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden presented the Community Relations Manager Report. He is responsible for recruitment, enrollment, monitoring attendance, coordinating transportation, and public relations for the program. He also coordinates community events and parent training.

2010/2011 ENROLLMENT REPORT: Copies of the 2010-2011 Enrollment Report dated December 13, 2010, were distributed and explained. We are required to be fully enrolled. The numbers in blue on the Enrollment Report show the target enrollment number for each site. We are technically at full enrollment. We have 30 days to fill open slots. A Corrective Action Report has been submitted to the State because our State sites were under-enrolled over 30 days. Arrowhead Head Start is funded to serve 423 children. Currently there are 410 children enrolled and 11 children accepted in the program.

Janell Wilson moved to accept the Community Relations Manager Report, supported by Jaclyn Tague. Motion carried unanimously.

D. HIGH/SCOPE CURRICULUM PRESENTATION: Program Manager Kathy Kraus gave a presentation on the High/Scope Curriculum as there were questions and concerns from Policy Council members. Our Performance Standards state that we need to have a research based curriculum. High/Scope meets all the Performance Standards requirements. High/Scope is an international curriculum used by Head Start programs many preschool programs. In about 1992-1993 Arrowhead Head Start started using parts of the High/Scope curriculum. Because our program is so spread out, we liked the idea of High/Scope as it gave us the freedom to incorporate activities in the communities where are sites are located. Two (2) years ago we began attending the International High/Scope Conference and decided to implement the full High/Scope curriculum. The High/Scope curriculum was explained. High/Scope is a child initiated curriculum where teachers intentionally find activities that will promote a child’s skills and interests. She explained the child’s choice with the teacher intentionally providing a wide array of things for children to do. She shared a child's project that was much more appropriate versus the ditto sheets where there is very little interaction.

CHILD OBSERVATION RECORD (COR): Program Manager Kathy Kraus reviewed the Initial Child Outcomes Report included in the Policy Council folder handout. The COR, our ongoing assessment for children's goals and outcomes, was explained. The first observation and scoring period for the COR has been completed. Sites have generated the initial COR Site Planning and Goal Setting form for their individual classroom. These planning forms describe the top three (3) goal areas they plan to focus on for the second COR period within the six (6) COR Categories (Initiative; Social Relations; Creative Representation; Movement and Music; Language and Literacy;
Mathematics and Science). These six (6) categories are aligned with the Head Start Mandated Outcomes. They also look at individual children’s scores and plan for these goals within their lesson plans. A Parent Report will be shared at the mid-year Home Visit and at the End of the Year Conferences. Program Managers have completed an Initial Program Summary Report included in the Policy Council folder handout. The top three (3) goal areas that sites plan to focus on during the year are:

- Language and Literacy: Using Letter Names and Sounds (12 sites)
- Language and Literacy: Showing Awareness of Sounds in Words (9 sites)
- Social Relations: Resolving Interpersonal Conflicts (9 sites)

Norman “Skip” Ferris added that a good place to further discuss the curriculum is at the Early Childhood and Family Advisory Committee meeting which is scheduled in February, 2011.

E. HEALTH MANAGER PRESENTATION: Health Manager Chuck Neil introduced himself. He is a Public Health Nurse and has been with Arrowhead Head Start for 24 years. He is responsible for health, safety, and nutrition in Head Start. He really enjoys talking with parents. He explained the Health Services Advisory Committee which is mandated to meet annually. The Health Services Advisory Committee usually meets in February or March. The Committee will consist of health professionals from the community as well as Head Start parents and Policy Council parents. A sign-up sheet was circulated for Policy Council members interested in participating on the Head Services Advisory Committee. A meeting notice will be sent to all Policy Council members with meeting information once the date of the meeting is set. Bo Jaxon asked about the process when a child needs dental follow-up work. Chuck Neil explained the process. Parent Advisor Bo Jaxon suggested that this process be discussed at the Health Services Advisory Committee.

F. PARENT/COMMUNITY REPRESENTATIVE REPORTS:
ELY CENTER: Amanda Weisinger reported on an issue at their site. Norman “Skip” Ferris pointed out that this is something that she can talk to Skip after the meeting as it is an individual site concern. On December 16, 2010, there will be a Christmas program. The children will sing songs; Santa will be there; and they will have a light lunch.

BABBITT COMBINATION OPTION: Ami Keene reported their site has a bowling field trip scheduled. Santa and Mrs. Claus will be there. The children are working on understanding community locations like the post office and supermarket. The children are working on understanding the seasons.

VIRGINIA II CENTER: Bo Jaxon reported that the Virginia II Center has been busy. At Halloween time, the teacher brought in pumpkins that she grew in her own garden. She shared their science experiment with yams in a glass of water. They had a visit from Santa. On December 15, 2010, she will bring in their new dog to the Virginia II classroom and the Virginia I classroom.

EAST RANGE EHS HOME BASE: Jaclyn Tague reported that their new Home Base Educator is wonderful. On Thursday, December 16, 2010, they will have their first socialization together with her.

EVELETH-GILBERT I: Jennifer Peterson reported that their site will be making gingerbread houses on Wednesday, December 15, 2010. On Thursday, December 16, 2010, they will be having a male role model sliding party.

VIRGINIA I CENTER: Alfonso Buenaventura shared that their site is taking opinions or suggestions on what type of activities the children should do. They would like to possibly go to the Minnesota Discovery Center in Chisholm. He asked about increasing the budget to allow for these
field trip experiences for children. Policy Council members shared that it might be possible to obtain free admission to the Minnesota Discovery Center.

VII. OLD BUSINESS:

A. FY 2011 FEDERAL HEAD START GRANT APPLICATION: Norman “Skip” Ferris reported that the Policy Council Grant Committee met on December 2, 2010, and December 14, 2010, to review and discuss the FY 2011 Federal Head Start Grant Application. The Committee recommends approval of the FY 2011 Federal Head Start Grant Application. The FY 2011 Federal Head Start Grant is for the period from April 1, 2011, through March 31, 2012. We are in the second year of a three-year grant cycle. Our last year’s grant application was available so that Policy Council members could see what the grant application contains.

FY 2011 FEDERAL HEAD START BUDGET DRAFT: Arrowhead Head Start receives funding of approximately $7,400 per child. The FY 2011 Federal Preschool Head Start Budget Draft in the amount of $2,092,175, and Head Start Training and Technical Assistance in the amount of $27,041 included in the Policy Council folder handout were reviewed and line items explained.

FY 2011 FEDERAL EARLY HEAD START BUDGET DRAFT: The FY 2011 Federal Early Head Start Budget Draft in the amount of $555,202, and Early Head Start Training and Technical Assistance in the amount of $13,880, included in the Policy Council folder handout were reviewed and line items explained. The recommended programming change was explained. It is recommended closing one (1) Virginia Infant/Toddler Center. One (1) center will serve six (6) children in a mixed age center, and eight (8) children will be served in an Early Head Start Home Base Option. From a programmatic standpoint, serving a mixed age group in a center-based option is becoming best practice. From a fiscal standpoint, we are spending approximately 43% of our Early Head Start budget on 14 children. It is costing us approximately $17,165 per child. We receive funding for $11,700 per child. We are losing approximately $6,000 per child. We have tried to get families to sign up for child care dollars, but in following up with the county, there is no record that they have signed up. Without these dollars, we have to make some difficult program decisions. By making the change, our cost per child will be $12,929. We hope to get families to sign up for child care dollars, so we can break even. Norman “Skip” Ferris will be talking to the Virginia Infant/Toddler parents at their Parent Meeting on December 14, 2010. This change would be effective September 1, 2011. Norman “Skip” Ferris shared other factors that could affect this programming. This major program change is recommended by the Policy Council Grant Committee and the Head Start Management Team.

Policy Council members discussed the FY 2011 Federal Head Start Grant Application with the Early Head Start programming change in the FY 2011 Federal Early Head Start Grant Application. Ami Keene moved to approve the FY 2011 Federal Head Start Grant Application, supported by Janell Wilson. Motion carried unanimously.

B. 2010 STRATEGIC PLAN: Norman “Skip” Ferris explained that every year, usually in the spring, we are required to complete a Strategic Plan for next year. The responsibility of the Strategic Planning Team is to identify goals and strategies. The 2010 Strategic Plan included in the Policy Council folder handout was reviewed. This year we decided to continue with the following 2009 Strategic Planning goals:

- Teach parents coping skills
- Increasing parent involvement in the education of their Head Start child

In addition, the following new goals were identified:

- Strengthen relationships with parents
- Infant/Toddler information/training to preschool staff
increase parent involvement in the education of their Head Start child (Long-Term Goal)

The objectives and action steps for each goal were reviewed. Quarterly Reports on the progress of goals and objectives will be presented to the Policy Council for approval. **Janell Wilson moved to approve the 2010 Strategic Action Plan, supported by Amanda Weisinger. Motion carried unanimously.**

C. **CHILD AND ADULT CARE FOOD PROGRAM (CACFP) REVIEW UPDATE:** Norman “Skip” Ferris reported that Child and Adult Care Food Program (CACFP) Review was held November 16-18, 2010, and went very well. The official report has not been received yet.

D. **FEDERAL MONITORING REVIEW UPDATE:** Norman “Skip” Ferris reported that we have not received the Federal Monitoring Review Report from the Review held in October, 2010. They said it could take six (6) weeks to six (6) months to receive the report.

E. **CARRY-OVER PARENTS:** Norman “Skip” Ferris reported that Janell Wilson would be eligible for a Carry-Over Parent position if she is interested. Norman “Skip” Ferris explained the Carry-Over Parent position. Janell Wilson shared that she would be interested in being a Carry-Over Parent. Jaclyn Tague nominated Janell Wilson, supported by Alfonso Buenaventura.

F. **COMMUNITY REPRESENTATIVES:** Norman “Skip” Ferris reported that we do not have any Community Representatives. Hopefully, we will have some by the February for the Policy Council to approve at the February Policy Council meeting. He has a couple of possible names of people for this position.

VIII. **NEW BUSINESS:**

A. **ELECTION OF NEW CHAIRPERSON:** Norman “Skip” Ferris explained the Chairperson position. Jaclyn Tague nominated Ami Keene, supported by Amanda Weisinger. Janell Wilson moved to close nominations, supported by Lisa Mount. **Janell Wilson moved to cast a unanimous ballot for Ami Keene for the Chairperson position, supported by Jaclyn Tague. Motion carried unanimously.** Ami Keene was elected Chairperson.

B. **NEW EMPLOYEE RECOMMENDATIONS:**

**LAKE COUNTY EARLY HEAD START HOME BASE EDUCATOR:** Norman “Skip” Ferris reported on the Lake County Early Head Start Home Base Educator interviews held on November 10, 2010, at AEOA in Two Harbors. One (1) application was received from an internal job posting and an AEOA website job posting. One (1) applicant was interviewed. The Interview Team consisted of Debra Fisher, Early Head Start Program Manager, and Beth Mensing, Head Start Parent. The Interview Team recommends **Monica Garrett** for the Lake County Early Head Start Home Base Educator position. Candidate’s background/position qualifications were shared. **Janell Wilson moved to approve Monica Garrett for the Lake County Early Head Start Home Base Educator position, supported by Jaclyn Tague. Motion carried unanimously.**

**WEST RANGE EARLY HEAD START HOME BASE EDUCATOR:** Aprille Caroon reported on the West Range Early Head Start Home Base Educator interviews held on November 17, 2010, at the Hibbing High School. Four (4) applications were received from an internal job posting and Minnesota Job Bank posting. The applications were screened by Debra Fisher, Early Head Start Program Manager. Four (4) applicants were interviewed. The Interview Team consisted of Debra Fisher, Early Head Start Program Manager; Kelly Hill, Early Head Start Home Base Educator; and Aprille Caroon, Policy Council Parent. The Interview Team recommends **Amy Newman** for the West Range Early Head Start Home Base Educator position. Candidate’s background/position qualifications were shared. **Jaclyn Tague moved to approve Amy Newman for the West Range Early Head Start Home Base Educator position, supported by Lisa Mount. Motion carried unanimously.**
VIRGINIA LONG TERM SUBSTITUTE FAMILY ADVOCATE:  Bo Jaxon reported on the Virginia Long Term Substitute Family Advocate interviews held on November 17, 2010, and November 18, 2010, at AEOA in Virginia. Forty-four (44) applications were received from a posting (internal and external), newspaper advertisement(s), and Work Force Center posting. The applications were screened by Alane O’Bryan, Program Manager, and Kristine Norberg, Program Manager. Ten (10) applicants were scheduled for interviews. One (1) applicant declined an interview, and one (1) applicant never responded. The Interview Team consisted of Alane O’Bryan, Program Manager; Kathy Kemen, Eveleth-Gilbert II Center Manager; Patti Rhode, Eveleth-Gilbert I Center Manager; and Bo Jaxon, Policy Council parent. The Interview Team recommends Juanita Whitebird for the Virginia Long Term Substitute Family Advocate position. Candidate’s background/position qualifications were shared. Lisa Mount moved to approve Juanita Whitebird for the Virginia Long Term Substitute Family Advocate position, supported by Janell Wilson. Motion carried unanimously.

EVELETH-GILBERT FAMILY ADVOCATE:  Bo Jaxon reported on the Eveleth-Gilbert Family Advocate interviews held on November 17, 2010, and November 18, 2010, at AEOA in Virginia. Forty-four (44) applications were received from a posting (internal and external), newspaper advertisement(s), and Work Force Center posting. The applications were screened by Alana O’Bryan, Program Manager, and Kristine Nordberg, Program Manager. Ten (10) applicants were scheduled for interviews. One (1) applicant declined an interview, and one (1) applicant never responded. The Interview Team consisted of Alana O’Bryan, Program Manager; Kathy Kemen, Eveleth-Gilbert II Center Manager; Patti Rhode, Eveleth-Gilbert I Center Manager; and Bo Jaxon, Policy Council parent. The Interview Team recommends Kelsey Moellering for the Eveleth-Gilbert Family Advocate position. Candidate’s background/position qualifications were shared. Ami Keene moved to approve Kelsey Moellering for the Eveleth-Gilbert Family Advocate position, supported by Jennifer Peterson. Motion carried unanimously.

C. POLICY COUNCIL MEETING SCHEDULE:  Norman “Skip” Ferris pointed out there is no meeting in January, 2011. Policy Council members discussed the next Policy Council meeting date. The next Policy Council meeting is scheduled for Thursday, February 3, 2011, at 10:00 a.m. at either AEOA in Virginia or United in Christ Lutheran Church in Eveleth.

IX. MISCELLANEOUS DISCUSSION:  Bo Jaxon and Norman “Skip” Ferris thanked the new Policy Council members for attending the meeting.

X. ADJOURNMENT:  Janelle Wilson moved to adjourn the meeting, supported by Lisa Mount. Motion carried unanimously. The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Marlene Paavola, Acting Secretary
Arrowhead Head Start Policy Council

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