ATTENDANCE:
Ami Keene    Chairperson
Amanda Weisinger   Ely Center
Jennifer Peterson   Eveleth-Gilbert I Center
Tina Carlson    Hibbing II Center
Jessica Borgenheimer   Hibbing III Center
Lisa Mount    Mesabi East Center
Sara Mickelson  Two Harbors Combination Option
Alfonso Buenaventura Virginia I Center
Aprille Caroon  Hibbing A and C Family Child Care/Representative to AEOA Board
Jaclyn Tague  Quad, East Range, and Northern Tier Home Base Programs
Isabelle Westman  Community Representative – Representative from AEOA Board
Norman “Skip” Ferris III  Head Start Director
Diane Krukeymeyer AEOA Executive Secretary

SITES NOT REPRESENTED:
Babbitt Combination Option Virginia Infant/Toddler I and II Centers
Chisholm I Center  Hibbing EHS Home Base and West Range EHS Home Base
Chisholm II Center/Secretary Lake County EHS Home Base and Grand Marais FCC Combo
Eveleth-Gilbert II Center  Hermantown EHS Home Base and Hermantown Family Child Care
HAP I Center Carry-Over Parent Janell Wilson
HAP II Combination Option  Parent Advisor Bo Jaxon
Mt. Iron-Buhl Center  SPA Representative Crystal Flack
Virginia II Center  Head Start Finance and Administrative Assistant Marlene Paavola
Virginia III Combination Option/ Vice Chairperson/Parliamentarian

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Chairperson Ami Keene at 10:12 a.m. on Thursday, February 3, 2011, in the Large Conference Room at AEOA in Virginia, Minnesota.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing 11 members present. A quorum was established.

III. CORRECTION/APPROVAL OF DECEMBER 14, 2010 POLICY COUNCIL MINUTES: Aprille Caroon moved to approve the December 14, 2010 Policy Council Minutes as written, supported by Lisa Mount. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: None.

V. CORRESPONDENCE: Norman “Skip” Ferris reported that he received a telephone call from Shannon Kaspari resigning from the SPA Alternate position.
VI. REPORTS:

A. DIRECTOR REPORT: Norman “Skip” Ferris distributed and reviewed the written Director Report dated February 3, 2011.

MONTHLY ON-GOING MONITORING PROGRESS REPORT: The Monthly On-Going Monitoring Progress Report that has an update of what we have done in Head Start since our December meeting included in the Policy Council folder handout was highlighted.

- The Office of Early Learning Task Force has completed their work and provided a report to the Governor’s Early Childhood Advisory Council, the Minnesota Legislature, and the Governor. This report recommends a Cabinet Level position with the authority to make decisions regarding early childhood education in Minnesota. Included in the Policy Council folder handout is a one page summary of the work and recommendations of the task force.

- Part 2 of the Family Service Credential Training is taking place on Wednesday, Thursday, and Friday of this week in Virginia. This training is being done by CESA 5 from Wisconsin for our Family Advocates, Combination Center Managers, and Early Head Start Home Base Educators. This training is designed to help our staff better work with families. Once this training is completed, staff will receive a Family Service Credential. The final 3-day training for this is scheduled for March 2-4, 2011.

- Two (2) Program Managers will be attending the Office of Head Start’s “School Readiness Summit” on February 15-17, 2011, in Baltimore, Maryland. This summit will help our program getting ready for school as outlined in the Head Start School Readiness Act of 2007.

2011 MINNESOTA HEAD START FACTS: The 2011 Minnesota Head Start Facts from the Minnesota Head Start Association included in the Policy Council folder handout was reviewed. This report talks about the Head Start programs around the state and the good work that our programs do. It also includes information about the unmet needs of serving eligible Head Start children around the state. Statewide, Head Start is only serving 28% of the eligible children. Policy Council members were encouraged to read this report.

HEAD START IMPACT STUDY: The Head Start Impact Study included in the Policy Council folder handout was reviewed. The study shows that children that attend Head Start outperformed the control group in every domain the study measured including positive cognitive, social-emotional, health and parenting impacts. The study states that by grade 1, Head Start children lost many of the advantages they had when they began Kindergarten. To reverse this trend, it is suggested to improve the connections between the comprehensive services at-risk children receive in Head Start and the additional supports they may need to continue advancing in elementary school.

FEDERAL UPDATE: There is talk on the Federal level to balance the budget, especially from the House of Representatives. To do that, the House is looking to cut discretionary spending which includes Head Start. While nothing has been finalized yet, our Early Head Start Expansion may not be refunded ($385,000), and we may take a 20% cut in our Head Start programs ($520,000). If this happens, there will be dramatic cuts and changes to our program. We are currently working under a budget continuing resolution until March 4, 2011. Sometime after February 21st, Congress will look at coming up with a budget before March 4th that could include these cuts. It is very important that as many parents as possible contact our legislators at the Federal level and tell them not to cut programs and services to children. Senator Franken has requested Head Start stories to fight for Head Start funding in Washington, DC. Policy Council members were encouraged to email stories to Norman “Skip” Ferris at skip.ferris@aeoa.org.
COMMUNITY ACTION AGENCIES: In addition to cuts to Head Start, Community Action Agencies are scheduled for major funding cuts. All AEOA programs would be affected. Those programs are Housing/Weatherization, Employment and Training, Fuel Assistance, Senior Services, and Arrowhead Transit. Norman “Skip” Ferris met with the Director of Arrowhead Transit, and it looks like there will be cuts to Head Start transportation starting in September. While nothing has been finalized as to what these cuts are, some Head Start sites that will not have transportation available.

Amanda Weisinger moved to accept the Director's Report, supported by Alfonso Buenaventura. 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 $199,082.54; YTD Actual Expenditures are $1,428,562.07; YTD Encumbrance is $329.85; and Balance is $654,227.08. The spending of this grant is on target with our planned expenditures and projections.

FY 2010 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 Current Period Actual Expenditures are $37,598.36; YTD Actual Expenditures are $421,910.15; YTD Encumbrance is $94.98; and the Balance is $144,398.87. 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, through September 29, 2011. The Current Period Actual Expenditures are $35,175.33; YTD Actual Expenditures are $103,862.86; and the Balance is $264,829.14. The spending of this grant is on target with our planned expenditures and projections.

SFY 2011 MN HEAD START GRANT: The SFY 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 $43,011.26; YTD Actual Expenditures are $263,612.25; YTD Encumbrance is ($1,216.45); and the Balance is $293,748.20. This spending of this grant is on target with our planned expenditures and projections.

Lisa Mount moved to accept the Financial Report, supported by Jessica Borgenheimer. Motion carried unanimously.

C. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden presented the Community Relations Manager Report.

DAY ON THE HILL – MINNESOTA VOICES FOR CHILDREN ADVOCACY DAY: The Day on the Hill – Minnesota Voices for Children Advocacy Day will be held at the State Capitol
in March. Parents will be able to talk to area legislators. Policy Council members were encouraged to participate. Information on this event will be sent to sites.

2011-2012 RECRUITMENT: Recruitment Training for the 2011-2012 program year was held on Friday, January 28, 2011, for Family Service staff. Family Service staff will begin recruitment for the 2011-2012 program year.

TRANSPORTATION: We have been slowly moving to bus stops, and it has been working out well. Policy Council members were encouraged to let parents at their sites know that bus stops may be implemented next year.

2010-2011 ENROLLMENT REPORT: Copies of the 2010-2011 Enrollment Report dated January 24, 2011, were distributed and explained. Arrowhead Head Start is funded to serve 423 children. We are required to be fully enrolled. We have 30 days to fill open slots. The number in blue on the Enrollment Report shows the target enrollment number for each site. Currently there are 419 children enrolled and 2 children accepted in the program.

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

D. AEOA BOARD REPORT FROM DECEMBER 15, 2010: Aprille Caroon reported on the AEOA Board Meeting held on December 15, 2010. The AEOA Board of Directors approved our FY 2011 Federal Head Start Grant. Arrowhead Transit Marketing Resolution was discussed and approved. The feature presentation was on Health Care Reform. The AEOA Annual Report was highlighted. Amanda Weisinger moved to accept the AEOA Board Report From December 15, 2010, supported by Jaclyn Tague. Motion carried unanimously.

E. AEOA EXECUTIVE COMMITTEE REPORT FROM JANUARY 19, 2011: Norman “Skip” Ferris reported on the AEOA Executive Committee Meeting held on January 19, 2011. Housing and Weatherization Resolutions were discussed and approved. A Cost-of-Living Adjustment for AEOA non-union staff was discussed. There was an update on the Minnesota Counties Insurance Trust (MCIT) insurance. AEOA will continue to have MCIT Insurance coverage through 2011. Alfonso Buenaventura moved to accept the AEOA Executive Committee Report From January 19, 2011, supported by Jaclyn Tague. Motion carried unanimously.

F. PARENT/COMMUNITY REPRESENTATIVE REPORTS:
MESABI EAST CENTER: Lisa Mount reported on their sliding day with parents, grandparents, younger siblings. They will be having a Valentine party where they will intertwine a handwriting lesson with the children.

ELY CENTER: Amanda Weisinger reported that their home visits will be starting this month. Picturing America was the theme for a week. They discussed field trips. She suggested a field trip to the Dorothy Molter Museum. They are going on a field trip to the Wolf Center on February 23, 2011. She reported that her son made a little ground hog on a stick.

HIBBING A FAMILY CHILD CARE: Aprille Caroon reported on their field trip to the library.

HIBBING II CENTER: Tina Carlson reported on their recent “FRED” event. They had a police dog and an officer read a story. She shared information on a Mr. Roger’s program offered at the Minnesota Discovery Center. Policy Council members were encouraged to get information on the Minnesota Discovery website.
TWO HARBORS COMBINATION OPTION: Sara Mickelson that their site is working with the children on self-help skills getting ready for Kindergarten. This last week the children have been working on letter recognition. They have a Parent Meeting scheduled in a couple of weeks. They had a dog sled visit and rides were given on the dog sled.

EVELETH-GILBERT I CENTER: Jennifer Peterson reported on a February reading month event at their site.

BABBITT COMBINATION OPTION: Ami Keene reported on pictures in their newsletter about their skating party. They had a Picturing America event. They are talking about good dental health. They are getting ready for kindergarten. They are thinking about bringing in a writing program. They are encouraging children to write their names and their friends’ names. They will be having a Valentine’s party next week. They will be having a lamb come into the classroom. A swim party is coming up.

VII. OLD BUSINESS:
A. STRATEGIC PLANNING QUARTERLY REPORTS:
2010 1st QUARTER STRATEGIC PLAN REPORT: Norman “Skip” Ferris reviewed the 2010 1st Quarter Strategic Action Plan Report included in the Policy Council folder handout. Tina Carlson moved to approve the 2010 1st Quarter Strategic Action Plan Report, supported by Alfonso Buenaventura. Motion carried unanimously.

2010 2nd QUARTER STRATEGIC PLAN REPORT: Norman “Skip” Ferris reviewed the updates noted in red to the 2010 2nd Quarter Strategic Plan Report included in the Policy Council folder handout. Jaclyn Tague moved to approve the 2010 2nd Quarter Strategic Action Plan Report, supported by Lisa Mount. Motion carried unanimously.

B. FEDERAL MONITORING REVIEW UPDATE: Norman “Skip” Ferris reported that we have not received the Federal Monitoring Review Report from our review held in October, 2010.

C. CACFP MONITORING REVIEW UPDATE: Norman “Skip” Ferris reported that we have not received the CACFP Monitoring Review Report from our review held November 16-18, 2010.

D. FY 2011 FEDERAL HEAD START GRANT APPLICATION UPDATE: Norman “Skip” Ferris reported that we have not received approval of the FY 2011 Federal Head Start Grant Application.

VIII. NEW BUSINESS:
A. NEW EMPLOYEE RECOMMENDATIONS: None.

B. PROGRAM SELF-ASSESSMENT: Norman “Skip” Ferris reported that every year we are required to do a Program Self-Assessment. Some Policy Council members may be contacted for an interview. The Head Start Program Self-Assessment training for the reviewers (Head Start staff) will be held on February 25, 2011, at AEOA in Virginia, Minnesota. The Program Self-Assessment Review will be conducted from February 25, 2011, through March 18, 2011.

C. EARLY CHILDHOOD AND FAMILY ADVISORY MEETING: Norman “Skip” Ferris reported that the Early Childhood and Family Advisory Meeting will be held on February 11, 2011, from 12:30 p.m. to 2:30 p.m. A sign-up sheet was circulated. Policy Council members interested in participating on this committee will be notified of the location of this meeting.
D. **HEALTH SERVICES ADVISORY COMMITTEE:** Chuck Neil, Health Manager, reported that Delta Dental will now help find dentists for Head Start children. Family Service Staff will be getting information on children who still need dental services to give to Delta Dental. In the Head Start Performance Standards it states that the Health Advisory Committee must meet at least once per year. The Health Advisory Committee consists of Head Start parents, Public Health Department people, other community representatives, the Head Start Nutritionist, and the EHS Health Educator. The Health Advisory Committee meeting date was discussed. Policy Council members decided Thursdays would be a good day to meet. A meeting notice will be sent to all Policy Council members. **Aprille Caroon moved to accept the Health Advisory Committee Report, supported by Jaclyn Tague.** Motion carried unanimously.

E. **MEGA CONFERENCE:** Norman “Skip” Ferris reported that the MEGA Conference will be held on March 10-11, 2011, at Bemidji State University in Bemidji, Minnesota. Staff and a few parents will be able to attend this Conference. A sign-up sheet was circulated.

F. **POLICY COUNCIL MEETING SCHEDULE:** Policy Council members discussed the next Policy Council Meeting date. The next Policy Council Meeting is scheduled for Thursday, April 7, 2011, at either AEOA in Virginia or United in Christ Lutheran Church in Eveleth.

G. **PARENT ACTIVITY FUND:** Norman “Skip” Ferris explained that there are dollars designated in the Minnesota Head Start Grant for the Policy Council to work on a project for the children in our Head Start Program this year. Last year the Policy Council wanted the sites to do something on brain development for the children. Each site received $25. Sites determined how they wanted to spend the $25 as long as it was related to brain development. Sites must report back to the Policy Council on what they did. Policy Council members discussed different options they would like the sites to utilize the $25 in the Policy Council Parent Activity Fund. **Amanda Weisinger moved that the Policy Council Parent Activity Fund will be on environment, supported by Jaclyn Tague.** Motion carried unanimously. Norman “Skip” Ferris will contact sites about the Policy Council Parent Activity Fund.

H. **SPA ALTERNATE:** Norman “Skip” Ferris explained that Shannon Kaspari can no longer be the SPA Alternate. The SPA Representative and SPA Alternate positions were explained. The SPA Alternate position will need to be filled, but it is recommended that the position be filled at the April Policy Council meeting. Norman “Skip” Ferris reported that he has not heard from SPA Representative Crystal Flack if she is still interested in this position. **Aprille Caroon moved to remove Crystal Flack from the SPA Representative position, supported by Jessica Borgenheimer.** Motion carried unanimously. Both positions will be filled at the April meeting.

X. **MISCELLANEOUS DISCUSSION:** None.

XI. **ADJOURNMENT:** Jennifer Peterson moved to adjourn the meeting, supported by Jessica Borgenheimer. **Motion carried unanimously.** The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Diane Krukemeyer, Acting Secretary
Arrowhead Head Start Policy Council

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