ATTENDANCE:
Susan Lehto    Vice-Chairperson
Ami Keene    Babbitt Combination Option
Erica Erickson    Chisholm II Center
Amanda Weisinger    Ely Center
Shannon Kaspari    HAP II Combination Option
Aprille Caroon    Hibbing A and Family Child Care
Darla Erickson    Hibbing EHS Home Base and West Range EHS Home Base
Jaclyn Tague    Quad EHS Home Base, East Range EHS Home Base, and Northern Tier EHS Home Base
Janell Wilson    SPA Representative
Isabelle Westman    Community Representative - Representative from AEOA Board
Bo Jaxon    Parent Advisor
Norman “Skip” Ferris III  Head Start Director
Marlene Paavola    Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:
Chairperson Corey Borden    Two Harbors Combination Option
Chisholm I Center    Virginia I Center
Eveleth-Gilbert I Center    Virginia II Center
Eveleth-Gilbert II Center    Virginia Infant/Toddler I and II Centers
HAP I Center    Lake County EHS Home Base and Grand Marais Family Child Care Combo
Hibbing I Center    Hermantown EHS Home Base and Hermantown Family Child Care
Hibbing II Center
Hibbing III Center
Mesabi East Center    SPA Alternate Crystal Flack
Mt. Iron-Buhl Center

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Vice-Chairperson Susan Lehto at 10:10 a.m. on Tuesday, November 9, 2010, 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 NOVEMBER 14, 2010 POLICY COUNCIL MINUTES: Shannon Kaspari moved to approve the November 14, 2010 Policy Council Minutes as written, supported by Ami Keene. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: None.

V. CORRESPONDENCE: None.
VI. REPORTS:
A. DIRECTOR REPORT: Norman “Skip” Ferris highlighted the written Director Report dated November 9, 2010, included in the Policy Council folder handout.

2010 ELECTIONS: The election saw major shifts on both the Federal and State levels. The House of Representatives is now controlled by the Republicans, and in the Senate the Democrats hold a slight majority. On the State level, both the House and the Senate will be controlled by the Republicans with the Governor’s race still not decided. That race is going into a mandatory recount. We will have to wait and see how this election will affect Head Start’s funding.

CHILD AND ADULT CARE FOOD PROGRAM REVIEW: On November 16-18, 2010, we will have our triennial Child and Adult Care Food Program review conducted by the Minnesota Department of Education. The review team will look at our meals, reporting, and recordkeeping. They will visit at least one (1) site to observe a breakfast and/or lunch.

AUDIT: Head Start is going through a full audit with an independent auditing firm. Norman “Skip” will be meeting with the auditors on November 10, 2010.

ACCESS AND FINANCE COMMITTEE: Norman “Skip” Ferris serves on the Access and Finance Committee, a sub-committee of the Governor’s Early Childhood Advisory Council. The Early Childhood Advisory Committee was established almost two (2) years ago as part of the “Head Start School Readiness Act of 2007”. The goal of the Early Childhood Advisory Committee is to have all children ready for Kindergarten by 2020. The Access and Finance Committee is working on how children/families will access a system and how to finance this system. The next meeting is scheduled for November 18, 2010.

OFFICE OF EARLY LEARNING TASK FORCE: Norman “Skip” Ferris also sits on the Task Force for the Office of Early Learning. The Task Force is working on making a recommendation for an Office of Early Learning to oversee early childhood programs to the Early Childhood Advisory Committee who will in turn make a recommendation to the state legislature. A report to the legislature is due in January. The Task Force met on November 8, 2010, and their next meeting is November 15, 2010. There will be a public comment on December 2, 2010, at 1:30 p.m. at the Mesabi Range Technical College in Virginia, Minnesota.

RE-COMPETITION FOR HEAD START PROGRAMS: The Office of Head Start is working on re-competition of Head Start programs. This is an effort to eliminate low performing programs and establish high quality programs for all Head Start children. There are seven (7) factors that will be used to determine re-competition, and it only takes one (1) of the seven (7) to make a program re-compete. Each year one-third (1/3) of all Head Start programs (about 900) go through a review like we did three (3) weeks ago.

The Office of Head Start is recommending a minimum of twenty-five percent (25%) of those programs reviewed will need to re-compete. We are able to provide public comment on this until December 21, 2010, which we plan to do.

AEOA Executive Director Harlan Tardy was introduced to the Policy Council. He thanked the Policy Council for their hard work.

Aprille Caroon moved to accept the Director’s Report, supported by Shannon Kaspari. Motion carried unanimously.
B. FINANCIAL REPORT/FY 2009 FEDERAL HEAD START AND EARLY HEAD START ARRA GRANT CLOSE-OUT/FY 2009 FEDERAL EARLY HEAD START ARRA EXPANSION GRANT CLOSE-OUT/FY 2009-2010 PIRC GRANT CLOSE-OUT:


FINANCIAL REPORT: The AEOA Encumbrance Budget Reports for October 13, 2010, through November 9, 2010, for the FY 2010 Federal Preschool Head Start Grant, FY 2010 Federal Early Head Start Grant, FY 2010 Federal Early Head Start ARRA Expansion Grant, and SFY 2011 MN Head Start Grant included in the Policy Council folder handout were reviewed. The Account Codes and Line Items were explained.

- 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 $121,022.03; YTD Actual Expenditures are $799,054.47; YTD Encumbrances are $4,369.74; and Balance is $1,279,694.79. 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 Early Head Start Grant is included with the Federal Head Start Grant application. The Current Period Actual Expenditures are $27,373.34; YTD Actual Expenditures are $281,050.65; and Balance is $284,689.55. 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 $8,844.24; YTD Actual Expenditures are $16,269.24; and Balance is $352,422.76. 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 $21,623.09; YTD Actual Expenditures are $106,508.17; Encumbrances are $(1,216.45); and Balance is $450,852.28. The spending of this grant is on target with our planned expenditures and projections.

Janell Wilson moved to accept the Financial Report, supported by Darla Erickson. Motion carried unanimously.

FY 2009 FEDERAL HEAD START AND EARLY HEAD START ARRA GRANT CLOSE-OUT/FY 2009 FEDERAL EARLY HEAD START ARRA EXPANSION GRANT CLOSE-OUT/FY 2009-2010 PIRC GRANT CLOSE-OUT REPORTS: The AEOA Revenue and Expense Reports for the FY 2009 Federal Head Start and Early Head Start ARRA Grant, FY 2009 Federal Early Head Start ARRA Expansion Grant, and FY 2009-2010 PIRC Grant included in the Policy Council folder handout were reviewed. The Account Codes and Line Items were explained.

- FY 2009 FEDERAL HEAD START AND EARLY HEAD START ARRA GRANT: The total Operating Budget for the FY 2009 Federal Head Start and Early Head Start
ARRA Grant is $175,780. The Current Year Actual Expenditures are $175,780. The Balance is $0.

- **FY 2009 FEDERAL EARLY HEAD START ARRA EXPANSION GRANT:** The total Operating Budget for the FY 2009 Federal Early Head Start ARRA Expansion Grant is $378,767.32. The Current Year Actual Expenditures are $378,767.32. The Balance is $0.

- **FY 2009-2010 PIRC GRANT:** The total Operating Budget for the FY 2009-2010 PIRC Grant is $19,000. The Current Year Actual Expenditures are $19,000. The Balance is $0.

Erica Erickson moved to accept the FY 2009 Federal Head Start and Early Head Start ARRA Grant Close-Out/FY 2009 Federal Early Head Start ARRA Expansion Grant Close-Out/FY 2009-2010 PIRC Grant Close-Out Reports, 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 November 9, 2010, were distributed and explained. We are required to be fully enrolled. Sites highlighted in pink on the Enrollment Report are a concern. We have to do a Corrective Action Report to the State because we are under-enrolled over 30 days. Two (2) children have just been dropped from the Hermantown Family Child Care. We have 30 days to fill open slots. Arrowhead Head Start is funded to serve 423 children. Currently there are 413 children enrolled and one (1) child accepted in the program. The Federal Office of Head Start says we need to be at 97% full enrollment which we meet, however, the Region V Office says we need to be at 100% full enrollment. The Special Needs number was explained. The 35% over income guidelines and the 10% over income guidelines were explained. Head Start’s goal is to serve the neediest children first.

**PBS TELETHON:** The PBS Telethon will be held on December 4, 2010, from 7:30 a.m. to 10:00 a.m. Jerry Crittenden will be unable to attend, but Norman “Skip” Ferris and his wife will be attending. Volunteers were solicited. Shannon Kaspari volunteered and will try to recruit other parents from the Hermantown area.

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

D. **AEOA BOARD OF DIRECTORS REPORT:** Norman “Skip” Ferris reported on the Annual AEOA Board of Directors Meeting held on October 20, 2010, at Zimmy’s Atrium Restaurant in Hibbing, Minnesota. Election of officers was held. Steve Raukar was elected Chairperson; Kevin Adee was elected First Vice-Chairperson; Marcia Campbell was elected Second Vice-Chairperson; Hope McKay was elected Secretary; and Tom Cvar was elected Treasurer. Executive Director Harlan Tardy reported that the Energy Assistance Program is presently operating under a Continuing Resolution. There was an update on the new AEOA building. There was an update on the Minnesota Counties Insurance Trust (MCIT). A hearing has been initiated requesting MCIT to allow the Community Action Agencies to remain with MCIT for at least another year. Twenty-five (25) Year Awards were highlighted. The following Resolutions were approved:

- Transit Software/Hardware IT for Buses
- Senior Dining Contract with Upper Lake Foods
The Monthly Head Start On-Going Monitoring Program Reports were approved. There was a health insurance discussion. AEOA will continue to contribute a portion (40%) of the employee’s deductible. The Head Start Self-Assessment Report and the revised Head Start Policy Council By-Laws were approved. Transit will be hiring a Public Relations Consultant with a special grant. The next meeting is scheduled for December 15, 2010. Aprille Caroon moved to accept the AEOA Board of Directors Report, supported by Janell Wilson. Motion carried unanimously.

E. MINNESOTA HEAD START ASSOCIATION (MHSA) TRAINING CONFERENCE REPORT: Parent Advisor Bo Jackson reported on the “Parent Power” MHSA Training Conference held on October 24-25, 2010, at Cragun’s Resort in Brainerd, Minnesota. The Conference focused on advocating and teaching us on being powerful parents to advocate for our children. She shared information from sessions she attended. Janell Wilson shared additional information from the Conference.

F. PARENT/COMMUNITY REPRESENTATIVE REPORTS:
   BABBITT COMBINATION OPTION: Ami Keene reported on their field trip to the Tower Soudan Mine. The fire chief came to their classroom. On November 10m 2010, they will be going to Zup’s grocery store.

   HAP II COMBINATION OPTION: Shannon Kaspari reported that their Parent Meeting was held on November 4, 2010. Police officers and the fire department visited their classroom. On November 10, 2010, at 10:00 a.m. they will be redoing their playground.

   HIBBING EHS HOME BASE AND WEST RANGE EHS HOME BASE: Darla Erickson reported that Chisholm I and II went on a field trip to the Pumpkin Patch. The children in Early Head Start are painting and doing activities getting ready for the seasons.

   CHISHOLM II: Erica Erickson reported that Early Head Start children are painting pumpkins.

   ELY: Amanda Weisinger shared her concern that children are free to do an activity or not as part of the High/Scope curriculum. She shared the example of painting pumpkins. Policy Council members discussed their concerns with the High/Scope curriculum. Norman “Skip” Ferris pointed out that the High/Scope curriculum is lead by children with guidance from the teaching staff which allows for children to be creative. Norman “Skip” Ferris encouraged Policy Council members to get involved on the Early Childhood and Family Advisory Committee. He will relay this information to Program Managers.

VII. OLD BUSINESS:
   A. 2010 STRATEGIC PLAN: Norman “Skip” Ferris reported that the 2010 Strategic Plan is not done.

   B. FEDERAL REVIEW UPDATE: Norman “Skip” Ferris reported that the Federal Review went very well. Policy Council members Susan Lehto, Janell Wilson, Jaclyn Tague, and Bo Jaxon met with the reviewers.

   C. CARRY-OVER PARENTS: Norman “Skip” Ferris reported that we do not have any Carry-Over Parents. He explained the Carry-Over Parent position.

   D. COMMUNITY REPRESENTATIVE: Norman “Skip” Ferris reported that we do not have any Community Representatives. Hopefully, he will have some for the Policy Council to approve at the December Policy Council meeting.

VIII. NEW BUSINESS:
A. **FY 2010 FEDERAL HEAD START GRANT APPLICATION:** Norman “Skip” Ferris reported that there will be a Policy Council Grant Committee meeting for those Policy Council members who are able to attend the first week of December. An email and meeting notice will be sent to all Policy Council members.

B. **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported that the next Policy Council Meeting is scheduled for Tuesday, December 14, 2010, at 10:00 a.m. at AEOA in Virginia, Minnesota.

IX. **MISCELLANEOUS DISCUSSION:** None.

X. **ADJOURNMENT:** Aprille Caroon moved to adjourn the meeting, supported by Shannon Kaspari. Motion carried unanimously. The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Erica Erickson, Secretary
Arrowhead Head Start Policy Council

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