ATTENDANCE:
Corey Borden    Chairperson
Erica Erickson    Chisholm II Center
Amanda Weisinger    Ely Center
Shannon Kaspari    HAP II Combination Option
Sara Mickelson    Two Harbors Combination Option
Susan Lehto    Virginia III Combination Option
Aprille Caroon    Hibbing A and Family Child Care
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:
Babbitt Combination Option    Mt. Iron-Buhl Center
Chisholm I Center    Virginia I Center
Eveleth-Gilbert II Center    Virginia II Center
HAP I Center    Virginia Infant/Toddler I and II Centers
Hibbing I Center    Hibbing EHS Home Base and West Range EHS Home Base
Hibbing II Center    Lake County EHS Home Base and Grand Marais Family Child Care Combo
Hibbing III Center
Mesabi East Center    Hermantown EHS Home Base and Care

The annual Arrowhead Head Start Policy Council Orientation was held on October 14, 2010, at United in Christ Lutheran Church in Eveleth, Minnesota, prior to the Policy Council Meeting.

I. **CALL TO ORDER:** The Arrowhead Head Start Policy Council Meeting was called to order by 2009-2010 Chairperson Bo Jaxon at 1:30 p.m. on Thursday, October 14, 2010, at United in Christ Lutheran Church in Eveleth, 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 SEPTEMBER 14, 2010 POLICY COUNCIL MINUTES:** Shannon Kaspari moved to approve the September 17, 2009 Policy Council Minutes as written, supported by Aprille Caroon. Motion carried unanimously.

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Norman “Skip” Ferris requested the following items be added to the Agenda:
- Under Election of Officers, add Item E. Representative to the AEOA Board of Directors
- Under New Business, add Item C. Postpartum Depression Screening: Mental Health Services Policy/Procedure
• Under New Business, add Item D. Code of Conduct for Head Start Policy Council and Governing Body Policy/Procedure

Janell Wilson moved to approve the additions to the agenda, supported by Shannon Kaspari. Motion carried unanimously.

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 also is included in the Policy Council folder handout.

A. CHAIRPERSON: Chairperson Bo Jaxon shared the duties of the Policy Council Chairperson. Corey Borden nominated herself for the Chairperson position. As there were no other nominations, nominations were closed. Janell Wilson moved to cast a unanimous ballot for Corey Borden for the Chairperson position, supported by Amanda Weisinger. Motion carried. Corey Borden was elected Chairperson.

B. VICE CHAIRPERSON/PARLIAMENTARIAN: Susan Lehto nominated herself for the Vice Chairperson/Parliamentarian position. Shannon Kaspari moved to close the nominations. Aprille Caroon moved to cast a unanimous ballot for Susan Lehto for the Vice-Chairperson/Parliamentarian position, supported by Corey Borden. Motion carried. Susan Lehto was elected Vice Chairperson/Parliamentarian.

C. SECRETARY: Chairperson Bo Jaxon explained the duties of the Secretary. Erica Erickson nominated herself for the Secretary position. Shannon Kaspari moved to close nominations. Amanda Weisinger moved to cast a unanimous ballot for Erica Erickson for the Secretary position, supported by Susan Lehto. Motion carried. Erica Erickson was elected Secretary.

D. SPA REPRESENTATIVE/ALTERNATE: “Skip” Ferris explained that Janell Wilson is the current SPA Representative who represents Arrowhead Head Start at the Minnesota Head Start Association Meetings. Crystal Flack is the current SPA Alternate. The SPA Alternate moves into the SPA Representative position. The SPA Representative and Alternate positions change over in December.

SPA REPRESENTATIVE: Crystal Flack, current SPA Alternate, qualifies for the SPA Representative position and is interested in the position. Janell Wilson moved to cast a unanimous ballot for Crystal Flack for the SPA Representative, supported by Shannon Kaspari. Crystal Flack was elected SPA Representative.

SPA ALTERNATE: Norman “Skip” Ferris explained the SPA Alternate position. Amanda Weisinger nominated herself for the SPA Alternate position. Shannon Kaspari nominated herself for the SPA Alternate position. Susan Lehto moved to close the nominations, supported by Aprille Caroon. Each nominee briefly shared information about themselves and why they would like to be the SPA Alternate. Written ballots were cast. Shannon Kaspari was elected SPA Alternate.

E. REPRESENTATIVE TO THE AEOA BOARD OF DIRECTORS: Norman “Skip” Ferris explained this two (2) year position. Rebekah Littler is currently the temporary Representative to the AEOA Board of Directors. She does not have a child in Head Start this year. Aprille Caroon nominated herself for the Representative to the AEOA Board of Directors. Shannon Kaspari moved to close the nominations, supported by Erica Erickson. Janell Wilson moved to cast a unanimous ballot for Aprille Caroon for the Representative to the AEOA Board of Directors.
F. **CARRY-OVER PARENTS:** Chairperson Bo Jaxon explained the Carry-Over Parent position. Norman “Skip” Ferris added that Carry-Over parents can be elected at a later meeting.

G. **COMMUNITY REPRESENTATIVES:** Norman “Skip” Ferris reported that he has a list of names of community people to contact for possible Community Representatives.

H. **PARENT ADVISOR:** Norman “Skip” Ferris explained the Parent Advisor position. Shannon Kaspari nominated Bo Jaxon for the Parent Advisor position, supported by Corey Borden. Janell Wilson moved to cast a unanimous ballot for Bo Jaxon for the Parent Advisor position, supported by Susan Lehto. Motion carried unanimously. Bo Jaxon was elected Parent Advisor.

Newly elected Chairperson Corey Borden assumed chairing the meeting.

VII. **REPORTS:**

A. **DIRECTOR REPORT:** Norman “Skip” Ferris highlighted the Monthly On-Going Monitoring Progress Report for August through September dated October 12, 2010, included in the Policy Council folder handout. This Report is given to the Policy Council and the AEOA Board of Directors. Policy Council members were encouraged to read the Report. The Grants/Funding Sources were reviewed. Current Component Activities and Areas of Achievement in the areas of Administration, Health, Mental Health/Disabilities, Nutrition, Family and Community Partnerships, Program Governance, and Early Childhood Development were highlighted. Also included in the Report is the website for more information on correspondence from the Office of Head Start.

Our Federal triennial review is scheduled for the week of October 17, 2010. Policy Council members will be interviewed on Tuesday, October 19, 2010, at 11:00 a.m.

Our Risk Management Meeting was held on September 28, 2010. We will need to include in our FY 2011 grant application dental treatment rates and the number of children up to date per the state’s EPSDT schedule.

Norman “Skip” Ferris will be attending the Birth to 3 Conference in Washington, D.C. on October 25-28, 2010.

The 2009-2010 Arrowhead Head Start Annual Report included in the Policy Council folder handout was highlighted. We are required to do an Annual Report for the public. This Report is currently on our website. The Annual Report includes information on revenue and expenditures, funding, total number of families served, total number of children served, average monthly enrollment, percentage of children served, medical and dental exams, parent involvement activities, preparing children for school, monitoring review, and audits.

**Aprille Caroon moved to accept the Director Report, supported by Susan Lehto. Motion carried unanimously.**

B. **FINANCIAL REPORT:** Norman “Skip” Ferris presented the Financial Report. The AEOA Encumbrance Budget Reports for September 14, 2010, through October 12, 2010, for the FY 2010 Federal Preschool Head Start Grant, FY 2010 Federal Early Head Start 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 $83,607.51; YTD Actual Expenditures are $580,189.81; YTD Encumbrances are $4,176.50; and Balance is $1,498,752.69. 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 $24,782.23; YTD Actual Expenditures are $237,667.33; YTD Encumbrances are $1,825.80; and Balance is $326,910.87. The spending of this grant is on target with our planned expenditures and projections.

FY 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 $22,784.48; YTD Actual Expenditures are $63,479.25; Encumbrances are $(1,216.45); and Balance is $493,881.20. The spending of this grant is on target with our planned expenditures and projections.


Aprille Caroon moved to accept the Financial Report, supported by Erica Erickson. Motion carried unanimously.

C. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden presented the Community Relations Manager Report. He is responsible for recruitment, enrollment, 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 October 14, 2010, were distributed and explained. We are required to be fully enrolled. The Policy Council will provide oversight to be sure we are fully enrolled. We have 30 days to fill slots. We must document any slots that are over 30 days. Sites highlighted in red on the Enrollment Report are a concern. The Virginia Infant/Toddler I and II, Grand Marais Family Child Care Combo, Virginia Family Child Care, and East Range Early Head Start ARRA Home Base enrollment numbers were explained. We are currently working on recruitment for these sites. Arrowhead Head Start is funded to serve 423 children. Currently there are 409 children enrolled and six (6) children accepted in the program. The Federal Office of Head Start says we need to be at 97% full which we meet, however, the Region V Office says we need to be at 100% full. The 35% over income guidelines and the 10% over income guidelines were explained. Head Start’s goal is to serve the neediest children first.

MINNESOTA HEAD START ASSOCIATION (MHSA) PARENT TRAINING CONFERENCE: Jerry Crittenden is coordinating the Minnesota Head Start Association Parent Training Conference that is scheduled for October 24-25, 2010, in Brainerd, Minnesota.

BEMIDJI PARENTING WEEKEND: Jerry Crittenden shared information on the Bemidji Parenting Weekend that will be held November 19-20, 2010, at Bemidji State University in Bemidji, Minnesota. A sign-up sheet was circulated. There are eight (8) slots for the Bemidji Parenting Weekend. If there are more than eight (8) people interested in attending, names will be drawn out of a hat. People will be selected the beginning of November.
Janell Wilson moved to accept the Community Relations Manager Report, supported by Shannon Kaspari. Motion carried unanimously.

D. **MINNESOTA HEAD START ASSOCIATION (MHSA) REPORT:** Norman “Skip” Ferris reported that he and SPA Representative Janell Wilson did not attend the Minnesota Head Start Association (MHSA) Meeting in St. Cloud on October 12, 2010. The proposed regulation to create a re-competition for Head Start and Early Head Start grants was discussed at that meeting. The Office of Head Start is soliciting public comments on the proposed regulation.

E. **PARENT/COMMUNITY REPRESENTATIVE REPORTS:** Norman “Skip” Ferris explained that this is the time for Policy Council members to share what is happening at their sites.

- **HIBBING A FAMILY CHILD CARE:** Aprille Caroon reported that Hibbing A is a collaborative with the Hibbing Parents Nursery School. Their site went on a field trip to the Pumpkin Patch on Tuesday, October 12, 2010. Fluoride varnishing has been done at their site.

- **VIRGINIA III COMBINATION OPTION:** Susan Lehto reported that the teaching staff is happy having their own classroom this year. The classroom has no windows and no cell phone reception, but they finally got a telephone in the classroom. Fluoride varnishing was done at their site yesterday.

- **HAP I CENTER:** Shannon Kaspari shared her concern with the children’s pictures and name tags on the children’s lockers in the hallway. Norman “Skip” Ferris suggested that Shannon talk to the staff about her concern. Policy Council members discussed this safety concern.

VIII. **OLD BUSINESS:**

A. **2010 STRATEGIC PLANNING:** Norman “Skip” Ferris reported that the 2010 Strategic Planning was done last spring. He has not completed the Report. He is hoping to have the Report completed for Policy Council approval in November or December.

B. **PARENT ACTIVITY FUND UPDATE:** Information on what Virginia II did with the Parent Activity Fund dollars for brain development was circulated.

IX. **NEW BUSINESS:**

A. **NEW EMPLOYEE RECOMMENDATION:**

   - **HAP II COMBO LONG TERM SUBSTITUTE TEACHER AIDE:** Norman “Skip” Ferris reported on the HAP II Combo temporary Long Term Substitute Teacher Aide. The HAP II Combo Teacher Aide is on medical leave. Carol Switzer was selected for the position. She is a past Gnesen Head Start Special Needs Aide who is on lay-off due to closing of the Gnesen Head Start site. Carol Switzer is recommended for the HAP II Combo Long Term Substitute Teacher Aide position. Her background/position qualifications were shared. Shannon Kaspari moved to approve Carol Switzer for the HAP II Combo Long Term Substitute Teacher Aide position, supported by Janell Wilson. Motion carried unanimously.

B. **HEAD START SERVICE PLANS:** Norman “Skip” Ferris report explained that Service Plans are linked to Head Start Performance Standards and how we will meet those Performance Standards. A Policy Council Committee met on October 6, 2010 to review and discuss the recommended revisions to Child Health and Developmental Services Service Plan, Child Health and Safety Service Plan, Child Nutrition Service Plan, Program Governance Service Plan, Human Resources Management Service Plan, Management Systems and Procedures Service Plan, and Facilities, Materials, and Equipment Service Plan. The Committee recommends full Policy Council approval of the recommended revisions to the Service Plans. Norman “Skip” Ferris reviewed and
explained the recommended revisions to the Service Plans. Shannon Kaspari moved to approve the Child Health and Developmental Services Service Plan, Child Health and Safety Service Plan, Child Nutrition Service Plan, Program Governance Service Plan, Human Resources Management Service Plan, Management Systems and Procedures Service Plan, and Facilities, Materials, and Equipment Service Plan, supported by Aprille Caroon. Motion carried unanimously.

C. **POSTPARTUM DEPRESSION SCREENING: MENTAL HEALTH SERVICES POLICY/PROCEDURE:** Norman “Skip” Ferris reviewed the updated Postpartum Depression Screening: Mental Health Services Policy/Procedure included in the Policy Council folder handout. This Policy/Procedure was approved by the Policy Council in 2008. Aprille Caroon moved to approve the updated Postpartum Depression Screening: Mental Health Services Policy/Procedure, supported by Janell Wilson. Motion carried unanimously.

D. **CODE OF CONDUCT FOR HEAD START POLICY COUNCIL AND GOVERNING BODY POLICY/PROCEDURE:** Norman “Skip” Ferris reviewed the new Code of Conduct For Head Start Policy Council and Governing Body Policy/Procedure included in the Policy Council folder handout. Shannon Kaspari moved to approve the Code of Conduct For Head Start Policy Council and Governing Body Policy/Procedure, supported by Erica Erickson. Motion carried unanimously.

E. **ARROWHEAD HEAD START CURRICULUM, ASSESSMENT AND CHILD OUTCOME PLAN:** Program Manager Kathryn Kraus reviewed the Arrowhead Head Start Curriculum, Assessment and Child Outcome Plan included in the Policy Council folder handout. We continue to use the High Scope Curriculum. After attending the High Scope International Conference for the past two (2) years, we have decided to more fully implement the High Scope Curriculum. Through our years of experience with the High/Scope Child Observation Record (COR), we feel that this assessment continues to meet our program, parent’s and children’s needs. We have fully implemented the mandated Child Outcomes in our assessment procedure at all of our sites. The High/Scope COR has linked their categories and items to the mandated 8 Domains and Domain/Elements/Indicators. Copies of the COR Categories brief summary were distributed and reviewed. Our technology team and program managers collect the data three (3) times during the program year to compile and compare outcomes and to assess program strengths and needs. The COR is shared with parents three (3) times during the program year.

C. **POLICY COUNCIL MEETING SCHEDULE:** Policy Council members discussed the Policy Council Meeting schedule. The next meeting is scheduled for Tuesday, November 9, 2010, at 10:00 a.m. at either AEOA in Virginia or United in Christ Lutheran Church in Eveleth. The December Policy Council Meeting is scheduled for Tuesday, December 14, 2010, at 10:00 a.m. at either AEOA in Virginia or United in Christ Lutheran Church in Eveleth.

Norman “Skip” Ferris explained that Policy Council members participate in the interview process. An Interview Committee sign-up sheet was circulated. Parent Advisor Bo Jaxon added that it is important for parent input in interviews.

X. **MISCELLANEOUS DISCUSSION:** Norman “Skip” Ferris explained that this is when Policy Council members can discuss items that are not included on the agenda, but must benefit the whole program. Parent Advisor Bo Jaxon added that this is not the time to share personal issues with their child and school.
XI. **ADJOURNMENT:** Shannon Kaspari moved to adjourn the meeting, supported by Aprille Caroon. Motion carried unanimously. The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

__________________________________________________________
Erca Erickson, Secretary
Arrowhead Head Start Policy Council

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