ATTENDANCE:

Ami Keene
Chairperson
Amanda Weisinger
Ely Center
Alfonso Buenaventura
Virginia I Center/SPA Representative
Jaclyn Tague
Quad EHS Home Base/East Range EHS Home Base/Northern Tier EHS Home Base/SPA Alternate
Isabelle Westman
Community Representative – Representative from AEOA Board
Janell Wilson
Community Representative – Carry-Over Parent
Norman “Skip” Ferris III
Head Start Director
Marlene Paavola
Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:

Babbitt Combination Option
Chisholm I Center
Chisholm II Center/Secretary
Eveleth-Gilbert I Center
Eveleth-Gilbert II Center
HAP I Center
HAP II Combination Option
Hibbing I Center
Hibbing II Center
Hibbing III Center
Mesabi East Center

Mt. Iron-Buhl Center
Two Harbors Combination Option
Virginia II Center
Virginia III Combination Option
Virginia Infant/Toddler I and II Centers
Hibbing EHS Home Base and West Range EHS Home Base
Hibbing A and C Family Child Care
Lake County EHS Home Base and Grand Marais FCC Combo
Hermantown EHS Home Base/Hermantown FCC
Parent Advisor Bo Jaxon

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Chairperson Ami Keene at 10:25 a.m. on Thursday, September 8, 2011, at United in Christ Lutheran Church in Eveleth, Minnesota.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing six (6) members present of which five (5) were voting members. Janell Wilson moved to conduct the meeting as an official meeting with those members in attendance and all decisions made will stand, supported by Amanda Weisinger. Motion carried unanimously. The meeting was deemed official.

III. CORRECTION APPROVAL OF AUGUST 11, 2011 POLICY COUNCIL MINUTES: Janell Wilson moved to approve the August 11, 2011 Policy Council Minutes as written, supported by Jaclyn Tague. Motion carried unanimously.
IV. CORRECTIONS/ADDITIONS TO AGENDA: Norman “Skip” Ferris requested the following change to the Agenda:
- Under VIII. New Business, add item F. FY 2011-2012 Child and Adult Care Food Program (CACFP) Application

Janell Wilson moved to approve the corrections/additions to the agenda, supported by Jaclyn Tague. Motion carried unanimously.

V. CORRESPONDENCE: None.

VI. REPORTS:
A. DIRECTOR REPORT: Norman “Skip” Ferris presented the Director Report.

FEDERAL LEGISLATIVE UPDATE: There is not much going on at the federal legislative level. Congress is starting to get back together. The House Appropriations Sub-Committee is getting together on September 9, 2011, to start looking at the Human Services Bill. Policy Council members may get an email to contact their legislatures to remind them not to cut programs and services to children. The Policy Council will be kept up to date.

PROGRAM UPDATE: The All Staff and Provider Orientation was held on September 7, 2011, from 8:00 a.m. to 4:00 p.m. at the Iron Range Rehabilitation Center Auditorium in Virginia, with a “Baby Shower/TACSEI” theme. There are position openings for a Chisholm II Combo Manager, Chisholm II Teacher Assistant, and an East Range Early Head Start Home Base Education. These openings all closed on September 7, 2011, at 12:00 noon.

SFY 2012 MN HEAD START GRANT UPDATE: We need to do an Addendum to the SFY 2012 MN Head Start Grant due to the state shut down.

OFFICE OF EARLY LEARNING: Dr. Karen Cadigan has been selected to head the Office of Early Learning. She is a Head Start graduate from the Hermantown area.

“RACE TO THE TOP” VIDEO CONFERENCE: A “Race to the Top” video conference is scheduled September 9, 2011, in Duluth. Norman “Skip” Ferris will attend. Will keep the Policy Council updated.

TRANSPORTATION: Last Spring we made cuts to transportation for the 2011-2012 program year because Arrowhead Transit had some major budget cuts, and they are only able to provide transportation services to areas that we can pay for. Last year Arrowhead Transit provided us in-kind, and they provided services to Head Start at a discounted rate. We planned that transportation would be provided only to the following sites for the 2011-2012 program year: Virginia, Eveleth-Gilbert, Mesabi East and Hibbing. Last week had a meeting with them to finalize routes, but a half hour before the meeting, we were told that we would only have two (2) or three (3) buses. The only place that we will have transportation services this year will be for the 80 children in Hibbing. Letters were sent to families affected by this change. Next year we may not have transit at all as there will probably be more budget cuts to Transit. Field trips will now cost us $65 per hour. There may be a possibility of one (1) or two (2) field trips for sites depending on where it is.

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

**FY 2011 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $2,092,175 is for the period from April 1, 2011, through March 31, 2012. The Balance is $1,633,106.29. The spending of this grant is on target with our planned expenditures and projections.

**FY 2011 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $569,082 is for the period from April 1, 2011, through March 31, 2012. The Balance is $399,296.74. The spending of this grant this grant is on target with our planned expenditures and projections.

**FY 2010 FEDERAL EARLY HEAD START ARRA EXPANSION GRANT:** This grant in the amount of $368,692 is for the period from September 30, 2010, through September 29, 2011. The Balance is $84,459.73. We are anticipating a $0 balance. We have not heard if our request for a van purchase has been approved.

**SFY 2012 MN HEAD START GRANT:** This grant in the amount of $469,570 is for the period from July 1, 2011, through June 30, 2012. The Balance is $462,583.66. The spending of this grant is on target with our planned expenditures and projections.

**PIRC GRANT:** This grant in the amount of $19,000 is for the period from October 1, 2010, through September 30, 2011. The Balance is $1,411.71. We are anticipating a $0 balance. This grant will not be renewed.

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

C. **COMMUNITY RELATIONS MANAGER REPORT:**

**ENROLLMENT REPORT:** Jerry Crittenden reviewed and explained the 2011-2012 Enrollment Report dated September 7, 2011, included in the Policy Council folder handout. Arrowhead Head Start is funded to serve 421 children. Currently there are 392 children enrolled in the program. We are down four (4) children in Eveleth-Gilbert, five (5) children in Virginia, and two (2) children in Babbitt. Staff are taking applications. The Babbitt school is providing transportation for Learning Readiness, and how that might affect Head Start enrollment was discussed. We are over-enrolled by five (5) children program wide. We should be all right for this year, but it may make a difference for next year if we possibly need to close this site.

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

D. **AEOA BOARD OF DIRECTORS REPORTS:** Norman “Skip” Ferris reported on the June 15, 2011 and August 17, 2011 AEOA Board of Directors Meetings.

**JUNE 15, 2011:** The feature program was “Beyond the Yellow Ribbon”. The Yellow Ribbon Network connects service members, who have been deployed, and their families with
community support, training services, and resources in the community where they reside. Executive Director Harlan Tardy’s Report included:

- ARRA funding is concluding; we have laid off twenty-six (26) Weatherization employees and 13 Energy Assistance employees;
- Ranger Open Golf Tournament will be held July 30, 2011, in Albertville;
- Senior Carnival will be held on June 22, 2011;
- Governor Dayton has appointed Harlan Tardy to the Minnesota Board on Aging;
- Minnesota Shutdown

There was lengthy discussion on an Outside Activities (Political Office) resolution. This resolution was tabled and will be discussed at the AEOA Executive Committee meeting in September. Planning for a Retirement Incentive Program resolution for programs experiencing funding cuts was approved. The following resolutions were approved:

- MnDOT Transportation Agreement with the State of Minnesota
- Rural Rides Grant Funding
- Early Head Start Supplemental Grant Application
- SFY 2012 MN Head Start Grant Application
- Family and Youth Services Bureau Grant-Homeless Youth Street Outreach
- HUD Healthy Homes Grant
- MHP Community Investment Cook County
- MHFA CHODO Operating
- Minnesota Department of Commerce Application

Recognizing Allies was discussed.

**AUGUST 17, 2011:** There was discussion on how the Minnesota shut down affected AEOA. Transit got a 20% cut in funding. There was discussion on Recognizing Allies. The feature program was a report on the Ranger Open Golf Tournament. There was approximately $15,000 to $16,000 raised for the Foundation. An AEOA Technical Assistance Grant in the amount of $50,000 from the IRRRB was approved. The following resolutions were approved:

- Grand Marais Apartments Development Contract
- Buhl Apartments – AEOA Looking At Purchasing Apartments
- DHS Fatherhood Pilot Project Grant
- Head Start 2010-2011 Program Self-Assessment
- Head Start 2011 Strategic Planning
- Head Start 2010 Wage Comparability Study
- Head Start Request for Van Purchase

Jaclyn Tague moved to accept the June 15, 2011 and August 17, 2011 AEOA Board of Director Reports, supported by Amanda Weisinger. Motion carried unanimously.

E. **PARENT/COMMUNITY REPRESENTATIVE REPORTS:**

**QUAD EHS HOME BASE, EAST RANGE EHS HOME BASE AND NORTHERN TIER EHS HOME BASE:**

Jaclyn Tague reported on their Early Head Start graduation held at Lake Ore-Be-Gone in Gilbert. The East Range Early Head Start Home Base Educator has resigned. She also reported on the Virginia III Combination Option Orientation.
VII. OLD BUSINESS:
A. FY 2011 FEDERAL EARLY HEAD START EXPANSION GRANT APPLICATION UPDATE: Norman “Skip” Ferris reported that the Financial Assistance Award has been received for the FY 2011 Federal Early Head Start Expansion Grant through March, 2012. The other half of the funding will be awarded in FY 2012 contingent upon the availability of Federal funds.

B. RISK MANAGEMENT MEETING: Norman “Skip” Ferris reported that the Risk Management Meeting has been rescheduled for Thursday, September 22, 2011, at 11:00 a.m. at AEOA in Virginia. Chairperson Ami Keene will be attending the meeting representing the Policy Council.

C. 2011-2012 POLICY COUNCIL ORIENTATION: The 2011-2012 Policy Council Orientation is scheduled for Thursday, October 13, 2011, from 9:30 a.m. to 3:30 p.m. at United in Christ Lutheran Church in Eveleth, Minnesota. Ami Keene reported on the 2011-2012 Policy Council Orientation Planning meeting held at 9:00 a.m. today prior to the Policy Council Meeting. The theme for Orientation is “Literacy Coming to Life”. Costumes, ice breakers, and decoration ideas were shared.

VIII. NEW BUSINESS:
A. NEW EMPLOYEE RECOMMENDATIONS:
   HIBBING III AND IV FAMILY ADVOCATE: Norman “Skip” Ferris reported on the Hibbing III and IV Family Advocate interviews held on August 11, 2011, at AEOA in Virginia, Minnesota. Eighteen (18) applications were received from an internal and external job posting and newspaper advertisement(s). The applications were screened by Kristine Norberg, Program Manager, and Norman “Skip” Ferris, Head Start Director. Seven (7) applicants were interviewed. The Interview Team consisted of Kristine Norberg, Head Start Program Manager; Alane O’Bryan, Program Manager; and Barbara Fedora, Program Manager. A Head Start Policy Council member was not available. The Interview Team recommends Amanda Gwash for the Hibbing III and IV Family Advocate position. Candidate’s background/position qualifications were shared. Amanda Gwash is currently a Hibbing III Special Needs Assistant. Janell Wilson moved to approve Amanda Gwash for the Hibbing III and IV Family Advocate position, supported by Jaclyn Tague. Motion carried unanimously.

   EVELETH-GILBERT I AND II AND VIRGINIA FAMILY CHILD CARE FAMILY ADVOCATE: Norman “Skip” Ferris reported on the Eveleth-Gilbert I and II and Virginia Family Child Care Family Advocate interviews held on August 11, 2011, at AEOA in Virginia, Minnesota. Eighteen (18) applications were received from an internal and external job posting and newspaper advertisement(s). The applications were screened by Kristine Norberg, Program Manager, and Norman “Skip” Ferris, Head Start Director. Seven (7) applicants were interviewed. The Interview Team consisted of Kristine Norberg, Head Start Program Manager; Alane O’Bryan, Program Manager; and Barbara Fedora, Program Manager. A Head Start Policy Council member was not available. The Interview Team recommends Tammey Inman for the Eveleth-Gilbert I and II and Virginia Family Child Care Family Advocate position. Candidate’s background/position qualifications were shared. Janell Wilson moved to approve Tammey Inman for the Eveleth-Gilbert I and II and Virginia Family Child Care Family Advocate position, supported by Jaclyn Tague. Motion carried unanimously.

   HIBBING II CENTER MANAGER: Norman “Skip” Ferris reported on the Hibbing II Center Manager interviews held on August 16, 2011, at AEOA in Virginia, Minnesota. Eleven (11) applications were received from an internal and external job posting and newspaper
advertisement(s). The applications were screened by Kristine Norberg, Program Manager, and Norman “Skip” Ferris, Head Start Director. Five (5) applicants were scheduled for interviews; one (1) applicant declined an interview. The Interview Team consisted of Kristine Norberg, Program Manager; Alane O’Bryan, Program Manager; Barbara Fedora, Program Manager; Kristine Norberg, Program Manager; and Bo Jaxon, Head Start Policy Council member. The Interview Team recommends **Kasey Haugen** for the Hibbing II Center Manager position. Candidate’s background/position qualifications were shared. **Janell Wilson moved to approve Kasey Haugen for the Hibbing II Center Manager position, supported by Jaclyn Tague. Motion carried unanimously.**

**MT. IRON-BUHL COMBINATION CENTER MANAGER:** Norman “Skip” Ferris reported on the Mt. Iron-Buhl Combination Center Manager interviews held on August 16, 2011, at AEOA in Virginia, Minnesota. Eleven (11) applications were received from an internal and external job posting and newspaper advertisement(s). The applications were screened by Kristine Norberg, Program Manager, and Norman “Skip” Ferris, Head Start Director. Six (6) applicants were interviewed. The Interview Team consisted of Alane O’Bryan, Program Manager; Barbara Fedora, Program Manager; Kristine Norberg, Program Manager; and Bo Jaxon, Head Start Policy Council member. The Interview Team recommends **Becky Bachman** for the Mt. Iron-Buhl Combination Center Manager position. Candidate’s background/position qualifications were shared. **Janell Wilson moved to approve Becky Bachman for the Mt. Iron-Buhl Combination Center Manager position, supported by Jaclyn Tague. Motion carried unanimously.**

**BABBITT COMBINATION CENTER MANAGER:** Norman “Skip” Ferris reported on the Babbitt Combination Center Manager interviews held on August 16, 2011, at AEOA in Virginia, Minnesota. Eleven (11) applications were received from an internal and external job posting and newspaper advertisement(s). The applications were screened by Kristine Norberg, Program Manager, and Norman “Skip” Ferris, Head Start Director. Nine (9) applicants were scheduled for interviews; three (3) declined an interview. The Interview Team consisted of Kristine Norberg, Program Manager; Barbara Fedora, Program Manager; Alane O’Bryan, Program Manager; and Bo Jaxon, Head Start Policy Council member. The Interview Team recommends **Morgan Klatt** for the Babbitt Combination Center Manager position. Candidate’s background/position qualifications were shared. **Janell Wilson moved to approve Morgan Klatt for the Babbitt Combination Center Manager position, supported by Jaclyn Tague. Motion carried unanimously.**

**HIBBING III SPECIAL NEEDS ASSISTANT:** Norman “Skip” Ferris reported on the Hibbing III Special Needs Assistant interviews held by telephone on August 15, 2011. One (1) application was received. The person interviewing was Judy Kelly, Mental Health and Disabilities Manager. Ann Pucelj was recently put on a permanent lay off from her position in Chisholm II because of the change from a Center-Based program to a Combination Option program in Chisholm II. A person on lay-off status has recall rights for 12 months for AEOA positions for which a person is qualified. **Ann Pucelj** is recommended for the Hibbing III Special Needs Assistant position. Candidate’s background/position qualifications were shared. Ann worked as a Chisholm II Special Needs Assistant from September 22, 2005, through May 20, 2011. **Janell Wilson moved to approve Ann Pucelj for the Hibbing III Special Needs Assistant position, supported by Jaclyn Tague. Motion carried unanimously.**

**TWO HARBORS TEACHER ASSISTANT:** Norman “Skip” Ferris reported on the Two Harbors Teacher Assistant interviews held on August 26, 2011, at AEOA in Two Harbors, Minnesota. Four (4) applications were received from an internal and external job posting and newspaper
advertisement(s). The applications were screened by Barbara Fedora, Program Manager; and Norman “Skip” Ferris, Head Start Director. Three (3) applicants were interviewed. The Interview Team consisted of Barbara Fedora, Program Manager; Wendy Logan, Two Harbors Combination Center Manager; and Sara Mickelson, Head Start parent. The Interview Team recommends Jean Farleigh for the Two Harbors Teacher Assistant position. Candidate’s background/position qualifications were shared. Janell Wilson moved to approve Jean Farleigh for the Two Harbors Teacher Assistant position, supported by Jaclyn Tague. Motion carried unanimously.

B. ARROWHEAD HEAD START SERVICE PLANS:

PROGRAM GOVERNANCE SERVICE PLAN: Copies of the Program Governance Service Plan were distributed. Norman “Skip” Ferris explained the minor wording changes and additions to the Program Governance Service Plan. Changes to the Plan are highlighted in red. Policy Council members discussed the changes to the Plan. Jaclyn Tague moved to approve the Program Governance Service Plan, supported by Amanda Weisinger. Motion carried unanimously.

MANAGEMENT SYSTEMS AND PROCEDURES SERVICE PLAN: Copies of the Management Systems and Procedures Service Plan were distributed. Norman “Skip” Ferris explained the minor wording changes and additions to the Management Systems and Procedures Service Plan. Changes to the Plan are highlighted in red. Policy Council members discussed the changes to the Plan. Amanda Weisinger moved to approve the Management Systems and Procedures Service Plan, supported by Janell Wilson. Motion carried unanimously.

HUMAN RESOURCES MANAGEMENT SERVICE PLAN: Copies of the Human Resources Management Service Plan were distributed. Norman “Skip” Ferris explained the minor wording changes and additions to the Human Resources Management Service Plan. Changes to the Plan are highlighted in red. Policy Council members discussed the changes to the Plan. Alfonso Buenaventura moved to approve the Human Resources Management Service Plan, supported by Amanda Weisinger. Motion carried unanimously.

FACILITIES, MATERIALS, AND EQUIPMENT SERVICE PLAN: Copies of the Facilities, Materials, and Equipment Service Plan were distributed. Norman “Skip” Ferris explained the minor wording changes and additions to the Facilities, Materials, and Equipment Service Plan. Changes to the Plan are highlighted in red. Policy Council members discussed the changes to the Plan. Jaclyn Tague moved to approve the Facilities, Materials, and Equipment Service Plan, supported by Janell Wilson. Motion carried unanimously.

C. 2010 4TH QUARTER HEAD START STRATEGIC ACTION PLAN REPORT: Norman “Skip” Ferris requested that the 2010 4th Quarter Head Start Strategic Action Plan Report be tabled to the next meeting. Information needed to complete the Report was not received from Program Managers. Janell Wilson moved to table the 2010 4th Quarter Head Start Strategic Action Plan Report to the next meeting, supported by Jaclyn Tague. Motion carried unanimously.

D. 2010-2011 PROGRAM INFORMATION REPORT (PIR): Norman “Skip” Ferris reported that he has not reviewed the 2010-2011 Program Information Report (PIR) and requested that the 2010-2011 Program Information Report (PIR) be tabled to the next meeting. Jaclyn Tague moved to table the 2010-2011 Program Information Report to the next meeting, supported by Amanda Weisinger. Motion carried unanimously.
E. **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported that the next Policy Council Meeting is scheduled for Thursday, October 13, 2011, at United in Christ Lutheran Church in Eveleth.

F. **FY 2011-2012 CHILD AND ADULT CARE FOOD PROGRAM (CACFP) APPLICATION:** Norman “Skip” Ferris reviewed the 2011-2012 Child and Adult Care Food Program (CACFP) Overview included in the Policy Council folder handout. Norman “Skip” Ferris pointed out that Marlene Paavola, Head Start Finance and Administrative Assistant, develops the CACFP application. We receive reimbursement for breakfasts, lunches, and snacks served to children in our Center-Based programs, Combination Option programs, and Early Head Start Virginia Toddler Center. For FY 2011-2012 our estimated expenses are $167,711, and our estimated reimbursement is $162,726. The difference of $4,985 will be funded with our Federal Head Start Grant and/or our Minnesota Head Start Grant. No more than 15% of the Estimated CACFP reimbursement can be used to pay for administrative expenses. Our estimated amount of CACFP reimbursement to be used for Administrative Expenses is $2,166 (less than 2%). All children enrolled in Head Start are automatically eligible for free meals, and all reimbursable meals served can be claimed at the free rate. Our FY 2011-2012 reimbursement rates effective July 1, 2011, through June 30, 2012, are:

- $1.51 Breakfast
- $2.9925 Lunch
- $.76 Snack

Policy Council members discussed the FY 2011-2012 Child and Adult Care Food Program (CACFP) Application. Janell Wilson moved to approve the FY 2011-2012 Child and Adult Care Food Program (CACFP) Application, supported by Jaclyn Tague. Motion carried unanimously.

IX. **MISCELLANEOUS DISCUSSION:** None.

X. **ADJOURNMENT:** Janell Wilson moved to adjourn the meeting, supported by Jaclyn Tague. Motion carried unanimously. Meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Marlene Paavola, Acting Secretary
Arrowhead Head Start Policy Council

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