ATTENDANCE:

Hershalee Morton  Acting Chairperson
Doreen Simone  Hibbing III Center
Joe Paschke  Virginia I Center
Kristin Gustafson  Virginia III Combination Option
Mary Wentland  Hibbing I & West Range EHS Home Base
Bob Larkin  Community Representative from AEOA Board
Kelly Hill  Program Manager
Jerry Crittenden  Community Relations Manager
Ramona Vitali  Chisholm II Combination Option
Judy Schink  Community Representative
Norman “Skip” Ferris III  Head Start Director
Tracy Sandnas  Head Start Finance and Administrative Assistant

SITES NOT REPRESENTED:

Babbitt Combination Option  Mesabi East Center/SPA Representative
Chisholm I Center  Virginia II Center
Virginia Toddler Center
Ely Center  Hibbing EHS Home Base
Hermantown EHS Home Base and Lake County EHS Home Base
HAP I Center  CHIC EHS Home Base and Northern Tier EHS Home Base
Hibbing A Child Care Partnership  Two Harbors Combination Option
Quad EHS Home Base & East Range EHS Home Base
Hibbing IV Center/Representative to AEOA Board of Directors
Mt. Iron Buhl Combination Option  HAP II Combination
Eveleth-Gilbert I Center
Eveleth Gilbert II Center

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Acting Chairperson Hershelee Morton at 9:35 a.m. on Wednesday, September 11, 2013, in Conference Rooms 2 and 3 at AEOA in Virginia, Minnesota.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing seven (7) members present. A quorum was not established. Policy Council By-Laws 4.7(f) was used to conduct business with present members. Kristin Gustafson moved to Conduct Business with present Policy Council Minutes, supported by Mary Wentland. Motion carried unanimously.
III. **CORRECTION/APPROVAL OF August 14, 2013 POLICY COUNCIL MINUTES:** No Corrections. Kristin Gustafson moved to approve the August 14, 2013 Policy Council Minutes, supported by Mary Wentland. Motion carried unanimously.

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Policy Council Orientation was added under Old Business and Transportation of Families, Fall Family Orientation, and Daily Toddler Progress Reports Policies and Procedures were added to New Business. Kristin Gustafson moved to accept the additions to the agenda, supported by Mary Wentland. Motion carried unanimously.

V. **CORRESPONDENCE:** None

VI. **REPORTS:**

A. **DIRECTOR REPORT:** Norman “Skip” Ferris III presented the Director’s report. Head Start participated in the Empty Chair Campaign on August 19, 2013. Pictures were given to Policy Council Members. Skip summarized the affects of the Farm Bill 2013 and the Budget and Appropriations on the Federal level. The August CACFP (Child and Adult Care Food Program) totals were reported: For August, we will receive an estimated reimbursement of $268.40. Reimbursements are for the Toddler Center only. Ramona Vitali moved to accept the Director’s Report, supported by Doreen Simone. Motion carried unanimously.

B. **FINANCIAL REPORT:** Skip presented the Financial Report. The AEOA Encumbrance Budget Reports for August 1, 2013, through August 31, 2013, for the FY 2013 Federal Preschool Head Start Grant, FY 2013 Federal Early Head Start Grant, and SFY 2013 and SFY 2014 MN Head Start Grant, and the Arrowhead Head Start Credit Card Report included in the Policy Council folder handout were reviewed.

**FY 2013 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $1,949,320.00 is for the period from April 1, 2013, through March 31, 2014. The Current Period Actual Expenditures are $(25,514.66). There is a credit balance due to E-Rate Reimbursements; the YTD Actual Expenditures are $400,317.29; the YTD Encumbrance is 0.00; and the Balance is $1,549,002.71. The spending of this grant is on target with our planned expenditures and projections.

**FY 2013 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $935,685.00 is for the period from April 1, 2013, through March 31, 2014. The Current Period Actual Expenditures are $57,268.12; the YTD Actual Expenditures are $,261,950.60; the YTD Encumbrance is $(1179.03) and the Balance is $674,913.43. The spending of this grant is on target with our planned expenditures and projections.
**SFY 2014 MN HEAD START GRANT**
This grant in the amount of $498,651 is for the period from July 1, 2013, through June 30, 2014. The Current Period Actual Expenditures are $13,590.91; the YTD Expenditures are $19,045.97; the YTD Encumbrance is $0.00, and the Balance is $479,605.03. The spending of this grant is on target with our planned expenditures and projections. **Kristin Gustafson moved to accept the Financial Report, supported by Mary Wentland. Motion carried unanimously.**

**C. COMMUNITY RELATIONS MANAGER REPORT:** Jerry Crittenden reported on classroom enrollment. Our enrollments are on target with our goals at this time. **Kristin Gustafson moved to accept the Community Relations Managers Report, supported by Mary Wentland. Motion carried unanimously.**

**D. AEOA BOARD MEETING:** Bob Larkin reported on the building addition to Arrowhead Transit’s facility in Gilbert. Skip added that Arrowhead Transit received a waiver to transport Veterans to the VA clinic in Wisconsin. Previously, Veterans had to board another bus in Duluth to get to the WI clinic. The new AEOA Facility was discussed. The board passed a resolution to reject the Highway 53 Westerly Route. Skip added the board approved the CACFP grant application, Self Assessment, and Strategic Planning. **Kristin Gustafson moved to accept the AEOA Board Meeting, supported by Mary Wentland. Motion carried unanimously.**

**E. PARENT/COMMUNITY REPRESENTATIVE REPORTS** None.

Doreen Simone arrived to the meeting establishing a quorum.

**VII. OLD BUSINESS:**

**A. FEDERAL SEQUESTER UPDATE:** Skip reported on the Empty Chair event. There will be 988 children that will not be served in Minnesota and 57,000 children nationally.

**B. RE-COMPETION APPLICATION:** A committee meeting with Policy Council members was held August 28, 2013 at AEOA to discuss ideas. Skip shared the preliminary planning ideas that were created with the management team. These still need to be budgeted out to see what can or cannot be done. These are only ideas at this time and not to discussed until a final plan is in place and approved by the Policy Council and the Board.

**C. SCHOOL READINESS** Skip reported that our goals are completed. We are working on next year’s plan to advance into the COR Advantage curriculum. EHS school readiness goals were updated in July.

**D. PARENT FAMILY COMMUNITY ENGAGEMENT** Skip reported that we are working on finalizing goals. The parent Family Community Engagement (PFCE) is tied into School Readiness. Kristine Norberg and Kelly Hill will give a presentation at a future Policy Council meeting once our PFCE goals are established.
E. **POLICY COUNCIL ORIENTATION:** A discussion was held on themes. Members decided on a Cancer Awareness theme for the Policy Council orientation. The meal will be focused around healthy food to coincide with the Cancer Awareness theme. Skip will ask Chuck Neil and Jane George to come up with a menu. We will make colored ribbons to represent all cancers. Skip will send a text if members would like to help with the ribbon assembly. **Doreen Simone moved to approve the Cancer Awareness theme supported by Kristin Gustafson. Motion carried unanimously.**

VIII. **NEW BUSINESS:**

A. **NEW EMPLOYEE RECOMMENDATION:** The following positions were submitted to the Policy Council for recommendation: Diana Wallert was chosen to fill the Long Term Substitute(Sub) position. She will be a Special Needs Assistant at Eveleth Gilbert. Diana was a Sub in Virginia last year. She has her CDA and will work 26 hours per week (hpw) with no benefits. **Kristin Gustafson moved to approve the hiring of Diana Wallert as a Long Term Sub supported by Doreen Simone. Motion carried unanimously.** Bernadette Furey was chosen to fill the new Pre School Home Base (PHSB) position. She previously worked for the White Earth Head Start program. She meets Head Start qualifications. She will work 34 hpw with benefits for 6 children. When enrollment reaches 10 children she will increase to 38.5 hpw. **Kristin Gustafson moved to approve the hiring of Bernadette Furey as the PHSB supported by Doreen Simone. Motion carried unanimously.**

Gina Haben was chosen to fill the Teacher Assistant position in Virginia III. She has worked for Head Start for 2 years and meets Head Start qualifications. She will work 23 hpw with no benefits. **Kristin Gustafson moved to approve the hiring of Gina Haben as the Teacher’s Assistant supported by Doreen Simone. Motion carried unanimously.**

Carli Huss was chosen to fill the Combo Center Manager position in Two Harbors. She has her Bachelor’s degree in Elementary Education, 50 college credits in Early Childhood, and her teaching license. She worked for Head Start last year as a long term sub. She will work 38.5 hpw with benefits. **Kristin Gustafson moved to approve the hiring of Carli Huss as the Combo Center Manager supported by Doreen Simone. Motion carried unanimously.**

Ashley Pullar was chosen to fill the Center Manager’s position in Hibbing. She has her Bachelor’s degree and has a background in Early Childhood. She will work 33 hpw. **Kristin Gustafson moved to approve the hiring of Ashley Pullar as the Center Manager supported by Doreen Simone. Motion carried unanimously.**

Katelyn Connell was chosen to fill the Special Needs Assistant in Hermantown. She has a Bachelor’s degree in Elementary Education. She will work 23 hpw with no benefits. **Kristin Gustafson moved to approve the hiring of Katelyn Connell as the Special Needs Assistant supported by Doreen Simone. Motion carried unanimously.**

B. **POLICIES & PROCEDURE:** Skip presented the Short-Term Illness Policy and Procedure. This is a monitoring update for classrooms. Each site will have the same sign in sheet that verifies “To the best of my knowledge, this child is not ill today and is able to participate in Head Start activities, as usual”. Kelly Hill presented the following Policies and Procedures: Transportation of Families Policy, Daily Toddler Progress Reports Policy & Procedure, and the Fall Family Orientation Policy. **Kristin Gustafson moved to approve the Short Term Illness Policy & Procedure, Transportation of Families Policy, Daily Toddler Progress Reports Policy & Procedure, and the Fall Family Orientation Policy supported by Doreen Simone. Motion carried unanimously.**
C. **PROGRAM INFORMATION REPORT (PIR):** Skip presented a Power Point Slide show on the initial PIR. Our Head Start is doing well compared with State and National percentages.

D. **POLICY COUNCIL ORIENTATION/MEETING:** The meeting will be held October 9, 2013. Skip will see about booking the United in Christ Church in Eveleth.

IX. **MISCELLANEOUS DISCUSSION:** None.

X. **ADJOURNMENT:** Kristin Gustafson moved to adjourn the meeting, supported by Doreen Simone. Motion carried unanimously. The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

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Tracy Sandnas
Finance & Administrative Assistant

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