ARROWHEAD HEAD START POLICY COUNCIL MINUTES
SEPTEMBER 3, 2014

PRESENT:
Bob Larkin Representative from AEOA Board
Cheryl Zillmer Ely Center
Kelly Hill EHS Program Manager
Kris Edstrom Mesabi East Center
Kristen Gustafson Chairperson-Excused
Mary Wentland Carry Over Parent
Norman “Skip” Ferris III Head Start Director
Tracy Sandnas Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:
Babbitt Combination Center-Open
Chisholm
Community Representative-United Way
Eveleth-Gilbert Center-Excused
Hermantown & Proctor I Center
Hermantown & Proctor II Center
Hermantown EHS & Lake County-Excused
Hibbing I Center
Hibbing
Hibbing II-Open
Hibbing IV Center
Mt. Iron-Buhl Combination-Excused
Northern Tier EHS/CHIC EHS HB-Open
Quad EHS HB & East Range EHS HB-Excused
Two Harbors Center-Excused
Virginia I
Virginia II Center-Excused
Virginia III
Virginia Toddler Center
I. **CALL TO ORDER:** The Arrowhead Head Start Policy Council Meeting was called to order by Kristin Gustafson, Chairperson, at 9:35 a.m. on Wednesday, September 3, 2014, at United In Christ Lutheran Church, Eveleth MN.

II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 5 members present. Policy Council By-Laws 4.7(f) were used to conduct business with present members. **Kris Edstrom Zillmer moved to conduct business with present members, supported by Cheryl Zillmer. Motion carried unanimously.**

III. **CORRECTION/APPROVAL OF August 12, 2014 POLICY COUNCIL MINUTES:** No corrections were made. **Kris Edstrom moved to approve the August 12, 2014 Policy Council Minutes as written, supported by Cheryl Zillmer. Motion carried unanimously.**

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None

V. **CORRESPONDENCE:** None

VI. **REPORTS:**

A. **DIRECTOR’S REPORT:** Norman “Skip” Ferris III presented the Directors Report. The Head Start staff has all returned from summer lay off. The first day of class will be Tuesday, September 16, 2014. October 11, 2014 is going to be the Northern Family Engagement event. It will be held from 2:30 to 5:30 at the Ironworld Discovery Center in Chisholm. It will be for the entire family. We are looking at the Aquarium in Duluth for the Southern Family Engagement event later in October. Skip gave a summary of the TALK partners and the EHS/Child Care Partnership grant application. There is a new Health and Safety Screener and Certification of Governance and a Leadership Capacity screening process. This is new to Head Start 5 year grantees. **Kris Edstrom moved to accept the Director’s Report, supported by Cheryl Zillmer. Motion carried unanimously.**

B. **FINANCIAL REPORT:** Skip presented the Financial Report.

**FY 2014 FEDERAL PRESCHOOL HEAD START GRANT:** This grant in the amount of $1,509,131.00 is for the period from July 1, 2014, through March 31, 2015. The Current Period Actual Expenditures are $54,362.22; the YTD Actual Expenditures are $80,308.84; the YTD Encumbrance is $0.00; and the Balance is $1,428,822.16. Spending of this grant is on target with our planned expenditures and projections.
FY 2014 FEDERAL EARLY HEAD START GRANT: This grant in the amount of $817,810.00 is for the period from July 1, 2014, through March 31, 2015. The Current Period Actual Expenditures are $71,701.36; the YTD Actual Expenditures are $108,616.60; YTD Encumbrance $0.00 and the Balance is $709,193.40. Spending of this grant is on target with our planned expenditures and projections.

SFY 2015 MN HEAD START GRANT: This grant in the amount of $498,148.00 is for the period from July 1, 2014, through June 30, 2015, the Current Period Actual Expenditures are $19,990.91; the YTD Expenditures are $53,452.14; and the Balance is $437,695.86. Spending of this grant is on target with our planned expenditures and projections.

CREDIT CARD REPORT: Skip presented the credit card report. Credit card expenditures and payments were reviewed. Kris Edstrom moved to accept the Financial Reports, supported by Mary Wentland. Motion carried unanimously.

C. COMMUNITY RELATIONS MANAGER REPORT: Skip presented the enrollment report. All enrollments are on Target. Cheryl Zillmer moved to accept the Community Relations Report, supported by Kris Edstrom. Motion carried unanimously.

D. PARENT /COMMUNITY REPRESENTATIVE REPORTS: None.

VII. OLD BUSINESS:

A. 2014-2015 CACFP APPLICATION: Skip presented to members that the application is due September 8, 2014. Cheryl Zillmer moved to accept the CACFP Application be submitted, supported by Kris Edstrom. Motion carried unanimously.

B. POLICY COUNCIL ORIENTATION: The orientation will be held October 8, 2014 at the United In Christ Lutheran Church. A planning meeting was held. Members decided to celebrate the 50 year Anniversary of Head Start and have a Mental Health Awareness theme. Ribbons will be made and bright green bracelets will be ordered. All people attending the orientation are encouraged to wear the color green-any shade is great! The menu will be looked into. We will need a motion for the orientation to have the officers’ election in November instead of October so new members aren’t so overwhelmed when first elected. Kris Edstrom moved to hold officer elections in November, supported by Cheryl Zillmer. Motion carried unanimously.
C. **PATHWAY II SCHOLARSHIPS UPDATE:** The scholarship dollars are dedicated to a community. If a child leaves, the money stays in the community and doesn’t leave with the child. In Eveleth-Gilbert we received $12,500 and in Hibbing we received $80,000. The money will be used exclusively for transportation. Transportation will not be available at the Head Start first day of class. It will take a couple of weeks to get all of the details worked out. **Kris Edstrom moved to accept the transportation, supported by Cheryl Zillmer.** Motion carried unanimously.

D. **BUS WAIVER UPDATES:** Skip reported that we are still waiting on Babbitt and Chisholm.

E. **EHS/CHILD CARE PARTNERSHIP GRANT:** Skip reported that he is still waiting for the outcome of the application which will be sometime between December and March.

F. **PARENT ACTIVITY FUND:** None.

G. **SCHOOL READINESS:** Skip reported that we are continuing to work on our school readiness goals to include alignment of the COR Advantage.

H. **PARENT FAMILY COMMUNITY ENGAGEMENT (PFCE):** None.

VIII. **NEW BUSINESS:**

A. **NEW EMPLOYEE RECOMMENDATIONS:** The following employees were recommended for the 3 Pre-School Home Base (PSHB) Positions: Tara Hendrickson was recommended for the PSHB I. **Kris Edstrom moved to accept Tara Hendrickson for the PSHB I, supported by Mary Wentland.** Motion carried unanimously. Cassandra Rogers was recommended for the PSHB II. **Kris Edstrom moved to accept Cassandra Rogers for the PSHB II, supported by Cheryl Zillmer.** Motion carried unanimously. Tara Flatley was recommended for the PSHB III. **Kris Edstrom moved to accept Cassandra Rogers for the PSHB III, supported by Cheryl Zillmer.** Motion carried unanimously.

B. **POLICY COUNCIL BYLAWS:** Our current members are considering changing our bylaws to have new officers begin their roles at the next meeting rather than the meeting held on the same day as the orientation. It has been discussed that it might be beneficial to have current officers mentoring their replacements so new officers are better trained for their new positions. This will be discussed at a special meeting at AEOA at 8:30 a.m. to 10:30 a.m. We will discuss when new members start, meeting schedules and officer elections.
C. POLICY COUNCIL ORIENTATION/MEETING Wednesday, October 8, 2014: The meeting will be held at the United in Christ Lutheran church from 9:30 a.m. to 3:30 p.m.

IX. MISCELLANEOUS DISCUSSION: None.

X. ADJOURNMENT: Cheryl Zillmer moved to adjourn the meeting, supported by Mary Wentland. Motion carried unanimously. The meeting was adjourned at 11:20 a.m.

Respectfully submitted,

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Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

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