



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES
August 12, 2024

PRESENT:

Alicia Varani	East Range & Quad 1
Ashley Minkkinen	EHS Lake & Hermantown
Brandi Reamer	EHS West Range
Rob Hietala	AEOA Board Representative
Stacey Roepke	Hibbing I, II
Victoria Thorsen	Quad II-PSHB/PC Rep to the AEOA Board
Carla Current	EHS Home Based Educator/PT Program Mgr
Felicia O'Connell	Family Support Specialist
Ileigh Gorham	Disability and Mental Health Manager
Megan Winsor	Disability and Mental Health Manager
Rachel Anderson	Family Support Specialist
Jerry Crittenden	Community Relations Manager
Chris DeGroot	Head Start Assistant Director
Gabe Johnson	Head Start Director
Tracy Sandnas	Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:

Babbitt-Absent
CHIC EHS & Chisholm EHS-Excused
Chisholm-Open
Community Rep-Excused
Ely-Absent
Hermantown-Open
Hibbing III-Absent
Hibbing IV-Open
EHS Hibbing & Northern Tier-Absent
Two Harbors-Proctor-Absent
Virginia I-Open
Virginia II-Open
Virginia III-Absent
Virginia IV-Absent

The Policy Council meeting was held on Monday August 12, 2024, at AEOA in the Basement Conference room and via Zoom.

I. **CALL TO ORDER:** Stacey Roepke, Vice Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:40 a.m. on Monday, April 8, 2024.

II. **ROLL CALL:** Roll call was taken showing 6 members present. A quorum was not established. Policy Council bylaws state in 4.7(g), *When a quorum is not established for a scheduled meeting, a Policy Council member may make a motion to conduct an official meeting with those members present so important business can be done. The motion must receive a second and passed unanimously by those in attendance. If approved, the meeting shall be deemed official. Decisions and rulings shall stand. If the motion lacks a second or is not passed unanimously, then an official meeting will not take place and no decisions will be made.* **Rob Hietala moved to conduct an official meeting, supported by Ashley Minkkinen. Motion carried unanimously.**

III. **CORRECTION/APPROVAL OF June 10, 2024, POLICY COUNCIL MINUTES:** **Brandi Reamer moved to accept the June 10, 2024, minutes, supported by Rob Hietala. Motion carried unanimously.**

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

V. **CORRESPONDENCE:** Gabe shared that our program has received notice for our Focus Area 1 Federal Review. It could be as soon as October of this year.

VI. **REPORTS:**

DIRECTOR'S REPORT: Gabe reported that DHS licensing is moving communication and some grant access to their new Provider HUB online.

We are still waiting to hear about the final ruling on the NPRM and rule changes to Head Start.

The National Head Start Association has set up a series of meetings to discuss the changes to the NPRM.

The Minnesota Head Start Association has been hosting the DHS licensing department to discuss several of the changes at the state level. Programs have been invited to ask questions and to give information as DHS works to make the Provider HUB a better experience.

The application for the Early Head Start Expansion grant was submitted. We are expecting to hear if we are awarded in late August or early September.

We are working on reductions and conversions of Head Start slots to expand into infant and toddler center care. **Ashley Minkkinen moved to accept the Director's Report, supported by Brandi Reamer. Motion carried unanimously.**

A. FINANCIAL REPORT:

Tracy Sandnas presented the financial statements.

FY 2023 MN HEAD START GRANT: This grant for \$787,180.00 for the period from July 1, 2023, through June 30, 2024. This grant is spent out and closed. The report was shared with members.

FY 2024 FEDERAL HEAD START GRANT: This grant for \$2,996,342.00 for the period from April 1, 2024, through March 31, 2025. The Current Period Actual Expenditures are \$246,245.25; the YTD Actual Expenditures are \$775,939.01; YTD Encumbrance is \$9780.00, and the Balance is \$2,210,622.99. Spending on this grant is on target with our planned expenditures and projections.

FY 2024 FEDERAL EARLY HEAD START GRANT: This grant for \$1,370,066.00 for the period from April 1, 2024, through March 31, 2025. The Current Period Actual Expenditures are \$217,713.72; the YTD Actual Expenditures are \$444,907.35; YTD Encumbrance is \$0.00, and the Balance is \$925,158.65. Spending on this grant is on target with our planned expenditures and projections.

FY 2024 MN HEAD START GRANT: This grant for \$787,180.00 for the period from July 1, 2024, through June 30, 2025. The Current Period Actual Expenditures are \$8,618.83; the YTD Actual Expenditures are \$8,618.83; YTD Encumbrance is \$0.00, and the Balance is 778,561.17. Spending on this grant is on target with our planned expenditures and projections.

The May & June credit card report was presented. **Rob Hietala moved to accept the Financial Reports, supported by Brandi Reamer. Motion carried unanimously.**

B. COMMUNITY RELATIONS REPORT: Jerry Crittenden reported the enrollment report. A discussion was held. **Brandi Reamer moved to accept Community Relations report, supported by Ashley Minkkinen. Motion carried unanimously.**

C. AEOA BOARD MEETING June 19, 2024: Gabe reported that AEOA is acquiring tax forfeited buildings so they can flip them for families. Transit is looking at purchasing a building in Hibbing. **Ashley Minkkinen moved to accept AEOA Board Meeting report, supported by Brandi Reamer. Motion carried unanimously.**

VII. OLD BUSINESS:

A. SCHOOL READINESS: Carla Current presented the school readiness report for EHS.

B. PARENT FAMILY COMMUNITY ENGAGEMENT: None.

VIII. NEW BUSINESS

A. NEW HIRES: None.

Position	Name	First	Second	Motion Passed
Hibbing 1 Teacher	Sara Paolo	Ashley Minkkinen	Rob Hietala	Approved
Hibbing 1 Classroom Assistant	Taylor Seasholtz	Ashley Minkkinen	Rob Hietala	Approved
Chisholm Classroom Assistant	Stefanie Dutton	Ashley Minkkinen	Rob Hietala	Approved
MIB Temporary Teacher	Kim Scherf	Ashley Minkkinen	Rob Hietala	Approved
MIB Classroom Assistant	Eternity Anwiler	Ashley Minkkinen	Rob Hietala	Approved
Virginia 1 Teacher Assistant	Kylee Uncini	Ashley Minkkinen	Rob Hietala	Approved
Virginia 3 Teacher Assistant	Rylee Meyer	Ashley Minkkinen	Rob Hietala	Approved
Eveleth Gilbert Teacher	Audrey White	Ashley Minkkinen	Rob Hietala	Approved
Eveleth Gilbert Teacher Assistant	Samantha McIntyre	Ashley Minkkinen	Rob Hietala	Approved
Eveleth Gilbert Classroom Assistant	Hailey Holsbeck	Ashley Minkkinen	Rob Hietala	Approved
Ely Teacher/Family Support Specialist	Brenda Jankowski	Ashley Minkkinen	Rob Hietala	Approved
Ely Teacher Assistant	Jamie Boes	Ashley Minkkinen	Rob Hietala	Approved

B. APPROVAL OF APPLICATION FOR EVELETH-GILBERT PLAYGROUND: We are asking to move the playground to the new Eveleth HRA location from Ely if we get funding approval to purchase it. **Ashley Minkkinen moved to approve the application for the Eveleth-Gilbert Playground, supported by Brandi Reamer. Motion carried unanimously.**

C. **POLICIES AND PROCEDURES:**

Policy	First	Second	Motion Passed
Head Start Site Status and Employee Transfer Options	Ashley Minkkinen	Brandi Reamer	Approved
Program Standards of Conduct Policy	Ashley Minkkinen	Brandi Reamer	Approved
Employee Selection	Ashley Minkkinen	Brandi Reamer	Approved

D. **POLICY COUNCIL MEETING SCHEDULE:** The next meeting will be on October 14, 2024

E. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.

IX. **MISCELLANEOUS DISCUSSION:** Gabe presented Policy Council members appreciation certificates at the end of the meeting. Lunch was served to those members who were able to attend in person.

X. **ADJOURNMENT:** **Ashley Minkkinen moved to adjourn the meeting, supported by Brandi Reamer. Motion carried unanimously.** The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Gabe Johnson, Director Arrowhead Head Start