



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

December 9, 2024

PRESENT:

Alecia Varani	EHS East Range-Quad 1
Ashley Minkkinen	Proctor
Becky Robinson	Virginia I
Bethany Johnson	CHIC EHS & Northern Tier
Cody Barth	Carry Over Parent
Kendra Feltus	EHS Hibbing & Northern Tier
Megan Rudesill	Ely
Michelle Fredrickson	Community Rep
Rob Hietala	AEOA Board Representative
Sara Flack	Chisholm
Shay Marcelus	Virginia II
Stacey Roepke	Hibbing II
Staisee Riggins	Quad II & PSHB
Tayea Wheeler	Hibbing I
Victoria Thorsen	Quad II-PSHB/PC Rep to the AEOA Board
Barb Fedora	Program Manager
Connie Derickson	Program Manager
Emily Checco	Pre-School Home Base Educator
Ileigh Gorham	Mental Health & Disabilities Manager
Jerry Crittenden	Community Relations Manager
Kelly Garrity	EHS Program Manager
Kristine Norberg	Health Manager
Meghan Winsor	Mental Health & Disabilities Manager
Nicole Larsen	Family Support Specialist
Chris DeGroot	Head Start Assistant Director
Gabe Johnson	Head Start Director
Tracy Sandnas	Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:

Babbitt-Open
Eveleth-Gilbert-Absent
Hermantown-Absent
Hibbing III-Excused
Hibbing IV-Open
EHS Hibbing & Northern Tier-Absent

EHS Lake & Hermantown-Excused
 Mt Iron Buhl-Absent
 EHS West Range-Absent
 Two Harbors-Absent
 Virginia III-Excused

The Policy Council meeting was held on December 9, 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 9:39 a.m. on Wednesday, December 9, 2024.
- II. **ROLL CALL:** Roll call was taken showing 13 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF October 7, 2024, POLICY COUNCIL MINUTES: Cody Barth moved to accept October 7, 2024, minutes, supported by Rob Hietala. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Add Carry Over Parent to Election of Officers, Add CACFP Approval to Old Business, MN Multi-Purpose Community Facility Projects Grant to New Business. **Cody Barth moved to add these items to the agenda, supported by Victoria Thorsen. Motion carried unanimously.**
- V. **CORRESPONDENCE:** None.
- VI. **ELECTION OF OFFICERS:**

OFFICERS	NOMINATED	1ST MOTION	2ND MOTION	APPROVED
CHAIRPERSON	Stacey Roepke	Ashley Minkkinen	Cody Barth	Approved
VICE CHAIRPERSON	Staisee Riggins	Stacey Roepke	Alecia Varani	Approved
SECRETARY	Alecia Varani	Stacey Roepke	Ashley Minkkinen	Approved
PC REP TO THE BOARD	Victoria Thorsen	NA	NA	Approved
SPA	Tabled until February	Becky Robinson	Ashley Minkkinen	Approved
SPA ALTERNATE	Brandi Reamer	NA	NA	Approved
CARRY OVER PARENT	Cody Barth	Stacey Roepke	Ashley Minkkinen	Approved

- VII. **REPORTS:**
 - A. **DIRECTOR’S REPORT:** Gabe reported that the Department of Children, Families, and Youth has been working with Head Start to see how they can better support Minnesota Head Start programs.

We are currently working on our Federal Head Start grant for FY 2025. This will be the second year of our new five-year grant period. The grant consists of Federal

Head Start and Early Head Start funding, and training and technical assistance funding for both Head Start and Early Head Start. Our Community Needs Assessment, along with program data, informed us of our strategic planning process, where we developed our five-year goals and objectives for the 2024-2029 grant period.

The Office of Head Start has begun sending out notices for Focus Area 1 reviews. We have not received ours yet. We will have 45 days to prepare once we get our notice. We are preparing for this review.

The Minnesota Head Start Association has continued dialogue on the rule changes and how programs are working to implement them.

Our Head Start program is submitting a reduction and conversion of Head Start slots to Early Head Start slots to expand to an infant and toddler care center. We are waiting to hear if we will be awarded the DEED grant to go ahead with phase 2 of our Virginia HRA center. **Alecia Varani moved to accept the Director's Report, supported by Ashley Minkkinen. Motion carried unanimously.**

B. FINANCIAL REPORT:

Tracy Sandnas presented the financial statements.

FY 2024 FEDERAL HEAD START GRANT: This grant for \$3,145,880.00 for the period from April 1, 2024, through March 31, 2025. The Current Period Actual Expenditures are \$634,218.34; the YTD Actual Expenditures are \$1,614,717.87; YTD Encumbrance is \$9,780.00, and the Balance is \$1,839,990.21. 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 \$268,153.80; the YTD Actual Expenditures are \$925,039.83; YTD Encumbrance is \$0.00, and the Balance is \$445,026.17. 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 \$165,123.24; the YTD Actual Expenditures are \$268,344.95; YTD Encumbrance is \$0.00, and the Balance is \$518,835.05. Spending on this grant is on target with our planned expenditures and projections.

The September & October credit card report was presented. **Ashley Minkkinen moved to accept the Financial Reports, supported by Alecia Varani. Motion carried unanimously.**

- C. **COMMUNITY RELATIONS REPORT:** Jerry Crittenden reported on the enrollment report. He shared how the enrollment process works for new members. We need to be at 97% for enrollment. We have 3 Family Fun events planned for this program year. **Ashley Minkkinen moved to accept Community Relations report, supported by Sara Flack. Motion carried unanimously.**

- D. **AEOA BOARD MEETING October 16 & November 20, 2024:** Gabe reported that October was the annual appreciation meeting for the board. IT is making shifts to Microsoft across the agency due to security reasons. Rob Hietala reported that Scott Zahorik, AEOA Executive Director, is retiring in 2025. The replacement process will begin in January. The AEOA Board of Director's new Treasurer is Rob Hietala. **Ashley Minkkinen moved to accept AEOA Board report, supported by Victoria Thorsen. Motion carried unanimously.**

VIII. **OLD BUSINESS:**

- A. **CACFP APPLICATION:** Gabe reported that our 2024-2025 application has been approved.

- B. **PIR REPORT 23-24:** Tabled until our February meeting. **Ashley Minkkinen moved to accept tabling this report until our February meeting, supported by Alecia Varani. Motion carried unanimously.**

- C. **STRATEGIC PLANNING SUMMARY 2024-2025:** Gabe reported that we used our Community Needs Assessment to plan for year 2 of our grant. The information is in your Policy Council packet that was emailed.

- D. **PROGRAM SELF ASSESSMENT 2023-2024:** Gabe reported that we use this for our strategic planning process. The information is in your Policy Council packet that was emailed.

- E. **SCHOOL READINESS/CHILD OUTCOMES REPORTS:** Kelly Garrity reported on the 1st period. We share this report four times a year. It goes through our required school readiness goals. Our ongoing assessment tool is COR Advantage. Children are scored developmentally by our staff. The range goes by age. Members are encouraged to read the whole report and bring back any questions.

- F. **ANNUAL REPORT 2023-2024:** Chris DeGroote presented a summary of the report. Please read through this on your own and bring back any questions.

- G. **PARENT FAMILY COMMUNITY ENGAGEMENT:** Included in Jerry's report above.

IX. NEW BUSINESS

A. NEW HIRES:

NAME	1ST	2ND	APPROVED
Carrie Salo Virginia 1 Teacher 1	Sara Flack	Ashley Minkkinen	Approved
Miranda Moller EG Classroom Assistant	Sara Flack	Ashley Minkkinen	Approved
Starlight Schlader Hibbing 2 Classroom Asst	Sara Flack	Ashley Minkkinen	Approved
Joshua Mayhew EG Teacher Assist Sub	Sara Flack	Ashley Minkkinen	Approved
Harley Alby EG Teacher Asst Sub	Sara Flack	Ashley Minkkinen	Approved
Emily Determan Hibbing Classroom Asst Sub	Sara Flack	Ashley Minkkinen	Approved

B. FY 2025 FEDERAL FUNDING APPLICATION: Gabe presented the EHS and Head Start budget proposals to members. The budgets and training plans were based on our Community Needs Assessment and our Strategic Plan. **Sara Flack moved to accept the 2024-2025 Federal Funding application, supported by Victoria Thorsen. Motion carried unanimously.**

C. MN MULTI PURPOSE COMMUNITY FACILITY PROJECTS GRANT: Gabe shared that there is another grant opportunity. It can't be applied for in addition to the DEED grant, so we need to wait and see if we are approved for the DEED grant before pursuing another grant. He will keep members posted.

D. CHANGE IN SCOPE UPDATES: Gabe let members know that we will need to reduce up to 50 Head Start slots and 20 EHS slots to get 16 EHS infant and toddler slots for our new infant and toddler center. A discussion was held.

E. POLICIES AND PROCEDURES:

Policy	First	Second	Motion Passed
Lead Exposure Policy	Rob Hietala	Ashley Minkkinen	Approved
Enrollment Policy	Staisee Riggins	Ashley Minkkinen	Approved

- F. **POLICY COUNCIL MEETING SCHEDULE (TBD NEXT MTG MONDAY, February 3, 2025)** A survey will go out to members to see what time and day for future meetings works best.

- H. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.

- I. **MISCELLANEOUS DISCUSSION:** Tracy Sandnas let members know that a conflict-of-interest form and the reimbursement form was emailed to members. Please complete the conflict-of-interest form and email back to her. Both forms can be filled out electronically.

- J. **ADJOURNMENT: Sara Flack moved to adjourn the meeting, supported by Staisee Riggins. Motion carried unanimously.** The meeting was adjourned at 12:50 p.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Gabe Johnson , Director Arrowhead Head Start