



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

June 10, 2024

PRESENT:

Alicia Varani	East Range & Quad 1
Ashley Minkkinen	EHS Lake & Hermantown
Rob Hietala	AEOA Board Representative
Stacey Roepke	Hibbing I, II
Victoria Thorsen	Quad II-PSHB/PC Rep to the AEOA Board
Barb Fedora	Program Manager
Charisse Salo	Program Manager
Connie Derickson	Program Manager
Amanda Gwash	Family Support Specialist
Nancy Nellis	EHS Home Based Educator
Nicole Larsen	Family Support Specialist
Jamie Fatticci	Family Support Specialist
Carla Current	EHS Home Based Educator/PT Program Mgr
Kelly Garrity	EHS Program Manager
Emily Checco	Pre-School Home Base
Jerry Crittenden	Community Relations Manager
Kristine Norberg	Health Manager
Barb Fedora	Program 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-Excused
Hermantown-Open
Hibbing III-Absent
Hibbing IV-Open
EHS East Range-Quad 1-Excused
EHS Hibbing & Northern Tier-Absent
EHS West Range-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 June 10, 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 9:38 a.m. on Monday, April 8, 2024.
- II. **ROLL CALL:** Roll call was taken showing 4 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.* **Stacey Roepke moved to conduct an official meeting, supported by Rob Hietala. Motion carried unanimously.**
- III. **CORRECTION/APPROVAL OF April 8, 2024, POLICY COUNCIL MINUTES:** **Stacey Roepke moved to accept the April 8, 2024, minutes, supported by Rob Hietala. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** Gabe shared the Notice of Award for the COLA was received.
- VI. **REPORTS:**
 - DIRECTOR'S REPORT:** Gabe reported that DHS licensing is changing regulations for childcare and Pre-K programs including Head Start. The new regulations will affect future programming.
 - We are still waiting for the responses to the NPRM and rule changes to Head Start. Changes include transportation requirements, lead exposure, staff salaries, wellness and mental health support for both staff and students to name a few areas.
 - The Minnesota Head Start Association is preparing for a summer meeting to discuss the NPRM and rule changes.
 - The application for the Early Head Start Expansion grant was submitted. We are looking to expand into EHS center-based infant and toddler care. The application is due by May 14, 2024. The management team will be working on

this. We are currently looking at center-based options in our communities.

We will begin looking at reductions or conversions of Head Start slots to expand into infant and toddler center care. **Ashley Minkkinen moved to accept the Director's Report, supported by Victoria Thorsen. Motion carried unanimously.**

A. FINANCIAL REPORT:

Tracy Sandnas presented the financial statements.

FY 2023 FEDERAL HEAD START GRANT: This grant for \$2,928,216.00 for the period from April 1, 2023, through March 31, 2024, has been expensed and closed.

FY 2023 FEDERAL EARLY HEAD START GRANT: This grant for \$1,339,183.00 for the period from April 1, 2023, through March 31, 2024, has been expensed and closed.

FY 2023 MN HEAD START GRANT: This grant for \$787,180.00 for the period from July 1, 2023, through June 30, 2024. The Current Period Actual Expenditures are \$12,563.13; the YTD Actual Expenditures are \$809,845.10; YTD Encumbrance is \$0.00, and the Balance is \$(22,665.10). Spending on this grant is on target with our planned expenditures and projections.

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 \$503,476.09; the YTD Actual Expenditures are \$503,476.09; YTD Encumbrance is \$9780.00, and the Balance is \$2,483,085.91. 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 \$227,193.63; the YTD Actual Expenditures are \$227,193.63; YTD Encumbrance is \$0.00, and the Balance is \$1,142,872.37. Spending on this grant is on target with our planned expenditures and projections.

The March & April credit card report was presented. **Stacey Roepke moved to accept the Financial Reports, supported by Ashley Minkkinen. Motion carried unanimously.**

B. COMMUNITY RELATIONS REPORT: Jerry Crittenden reported on the sites for our program for this fall. A discussion was held. **Ashley Minkkinen moved to accept Community Relations report, supported by Rob Hietala. Motion carried unanimously.**

- C. **AEOA BOARD MEETING April 17, 2024:** Gabe reported we are having an AEOA 2nd annual block party on July 25th at the main agency in the parking lot. The board received training for Head Start and Transit. **Ashley Minkkinen moved to accept AEOA Board Meeting report, supported by Victoria Thorsen. Motion carried unanimously.**

VII. **OLD BUSINESS:**

- A. **SCHOOL READINESS:** Kelly Garrity reported on EHS for the 3rd period. The highest scores were in gross motor skills. Each age category had growth in all areas. Christine DeGroot reported on the Head Start side. All children had growth in each of the areas. All 4-year-olds are kindergarten ready. 3-year-olds are on target.
- B. **PARENT FAMILY COMMUNITY ENGAGEMENT:** Kelly Garrity reported on the Family Outcomes report. It includes assessments of family needs and if they need help in any areas.

VIII. **NEW BUSINESS**

- A. **EARLY HEAD START (EHS)/HEAD START SITE SELECTIONS:** Site selections remained the same. Eveleth Gilbert and Mt. Iron Buhl have new site homes. **Victoria Thorsen moved to accept the EHS/Head Start site selections, supported by Rob Hietala. Motion carried unanimously.**
- B. **NEW HIRES:** None.
- C. **POLICY COUNCIL RECOGNITION 8/12/24:** We will be celebrating Policy Council members' devotion to our program. We will have a lunch for members that come to the meeting in person at the main agency.
- D. **POLICIES AND PROCEDURES:** None
- E. **POLICY COUNCIL MEETING SCHEDULE:** The next meeting will be on August 12, 2024
- F. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Stacey shared that her kiddos class had an ice cream social, and the Cook Country Connection brought a llama, goats and a mini horse for children to enjoy.

- IX. **MISCELLANEOUS DISCUSSION:** Stacey Roepke addressed how do we get more parents interested in being on the Policy Council. Suggestions included a new name and a new elevator speech. Rob Hietala shared a play that will be at the new Rock Ridge school. It's about an Iron Range Family and it is free to the public. He passed out flyers.

- X. **ADJOURNMENT: Ashley Minkinen moved to adjourn the meeting, supported by Rob Hietala. 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