



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

April 12, 2023

PRESENT:

Ashley Markkanen	Chairperson/EHS Lake & Hermantown
Cassie Adams	Mt. Iron Buhl
Cody Barth	Ely
Jessica Poitra	EHS Hibbing & Chisholm/PC Rep to the AEOA B.O.D.
Stacey Roepke	CHIC EHS & Northern Tier
Barb Fedora	Program Manager
Charisse Salo	Program Manager
Connie Derickson	Program Manager
Ileigh Gorham	Disabilities & Mental Health Manager
Jerry Crittenden	Community Relations Manager
Kelly Garrity	EHS Program Manager
Kristine Norberg	Health Manager
Meghan Winsor	Disabilities & Mental Health Manager
Christine DeGroote	Head Start Assistant Director
Gabe Johnson	Head Start Director
Tracy Sandnas	Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:

AEOA Board Representative-Excused
Babbitt-Open
Chisholm-Open
Community Rep-Excused
Hermantown-Open
Hibbing IV -No Open
EHS East Range and Quad II-Excused
EHS West Range & PSHB-Open
Quad 1-Absent
Virginia I-Open
Virginia II-Excused
Virginia III-Open
Virginia IV-Open

The Policy Council meeting was held on April 12,2023 at AEOA in the conference room in the basement and virtually via Zoom.

- I. **CALL TO ORDER:** Stacey Roepke, Secretary, called the Arrowhead Head Start Policy Council Meeting to order at 9:38 a.m. on Wednesday, April 12, 2023. Chairperson Ashley Minkinen handed over the running of the meeting to the Secretary and then Cody Barth, Vice Chairperson due to strep throat symptoms.
- II. **ROLL CALL:** Roll call was taken showing 5 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.* **Cassie Adams moved to conduct an official meeting, supported by Stacey Roepke. Motion carried unanimously.**
- III. **CORRECTION/APPROVAL OF February 8, 2023, POLICY COUNCIL MINUTES:** **Cassie Adams moved to accept the February 8, 2023 minutes, supported by Stacey Roepke. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** Gabe Johnson reported that our corrective actions to the Focus Area 2 Review have been approved and the review notice is now closed. We received approval of our 2023 Federal Funding Notice of Award. The new grant began on April 1, 2023. The Office of Head Start has formally discontinued the vaccine mandate for all Head Start and Early Head Start programs. AEOA still requires the vaccine mandate for all existing and new staff.
- VI. **REPORTS:**
 - A. **DIRECTOR'S REPORT:** Gabe reported on the State side that universal free meals for all students has passed the Senate. It has gone back to the House for approval. This includes breakfast and lunch for all students in Minnesota.

Head Start and other early childhood providers are in a holding pattern around the governor's proposed budget.

On the Federal side \$500 million is allocated for Early Head Start competitive grants. We are waiting to hear more on this process, and we are discussing a potential expansion into Duluth. We have received the COLA and Quality Improvement application. The application is due April 21st. We have completed our updated COVID Mitigation policy as required by the Office of Head Start. The policy has been sent to our Health Advisory Committee.

The Minnesota Head Start Association is making progress with becoming exempt from DHS licensing requirements.

In our Head Start program, most of our office staff will be attending Child Plus training on April 19th-21st in Brainerd at Cragun's Resort. In addition, the MHSA Parent Conference is being held at the same time and place. We have 5 parents attending this conference.

All our Head Start staff completed a 2-day training on Conscious Discipline in Duluth on March 23rd and 24th.

Governor Walz visited our early childhood program in Ely on April 6th. He stopped in our Head Start classroom and participated in an activity set up by our teacher and read the children a story. He was there to discuss his early childhood and daycare budget proposal.

Head Start and Early Head Start staff completed a staff Mental Health survey along with other area school districts. The results will be used by the management team to assist in planning for our future five (5) year grant in addition to help support staff wellness.

Our Proctor site is moving to the Proctor Early Childhood Center in the fall. We will be serving primarily 3-year-olds. We will have 5 hours of classes 4 days per week. The school district will be serving all 4-year-olds.

Two Harbors is adding on a new Early Childhood space. Our classroom will be relocating into the new space this fall.

Our full day duration sites are going to 5-day programming this fall. We will have classes for 6 hours a day. Our 7.5-hour days are too long for our children and our staff. Ely will be going to 5 hours per day 4 days a week. Our other sites will remain the same as this year. **Stacey Roepke moved to accept the Director's Report, supported by Cody Barth. Motion carried unanimously.**

A. FINANCIAL REPORT:

Tracy Sandnas presented the financial statements.

FY 2022 FEDERAL HEAD START GRANT: This grant for \$2,912,223.00 for the period from April 1, 2022, through March 31, 2023. The Current Period Actual Expenditures are \$602,465.16; the YTD Actual Expenditures are \$2,527,497.17; YTD Encumbrance is \$138,227.47, and the Balance is \$246,498.36. Spending on this grant is on target with our planned expenditures and projections. \$138,227.47 is the carryover to pay for the remaining 4 new vehicles.

FY 2022 FEDERAL EARLY HEAD START GRANT: This grant for \$1,235,551.00 for the period from April 1, 2022, through March 31, 2023. The Current Period Actual Expenditures are \$210,727.07; the YTD Actual Expenditures are \$1,226,931.46; YTD Encumbrance is \$0.00, and the Balance is \$8,619.54. Spending of this grant is on target with our planned expenditures and projections.

FY 2022 MN HEAD START GRANT: This grant for \$539,687.00 for the period from July 1, 2022, through June 30, 2023. The Current Period Actual Expenditures are \$10,017.47; the YTD Actual Expenditures are \$346,125.51; YTD Encumbrance is \$0.00, and the Balance is \$193,561.49. Spending of this grant is on target with our planned expenditures and projections.

The February credit card report was presented. **Stacey Roepke moved to accept the Financial Reports, supported by Cody Barth. Motion carried unanimously.**

- B. **COMMUNITY RELATIONS REPORT:** Jerry Crittenden reported on the enrollment report. We are at 92% full currently. Our goal is to be at 97%. The Family Support Specialists (FSS) have been out recruiting. A Play and Learn event was held at a local library and was well attended. The FSS staff will be attending as many children events as possible to recruit future Head Start kiddos. Jerry shared the recruiting report with members. Our new Quad 1 Home Based visitor has started in her new position and this will give us full coverage on the EHS side. Jerry will keep members up to date on future recruiting and enrollment numbers. **Cassie Adams moved to accept Community Relations report, supported by Stacey Roepke. Motion carried unanimously.**
- C. **AEOA BOARD MEETING UPCOMING MEETING DATES April 19, 2023 and June 21, 2023.**

VII. **OLD BUSINESS:**

- A. **SCHOOL READINESS:** Kelly Garrity shared the EHS Ongoing Assessment Outcomes reports. COR Advantage is used as our assessment tool. She showed members our strength areas, most improved areas, and our lowest strength and least improved areas for period 2. We have gains in all areas from period 1 to 2. EHS staff set goals for each individual child. One interesting trend is the boys are scoring higher than the girls. This is usually the other way around. We are starting to recover from the pandemic years.

Chris DeGroote shared the outcomes of our 3- and 4-year olds. Our 3-year-olds are our Covid babies. She showed members our strength areas, most improved areas, and our lowest strength and least improved areas for period 2. The full reports are in each member's packet.

- B. **PARENT FAMILY COMMUNITY ENGAGEMENT:** The Family Outcomes report was shared with members. The outcomes are outlined within Head Start's Parent, Family, and Community Engagement Framework and meets Head Start Performance Standards requirements. The full report is in each member's packets.

VIII. **NEW BUSINESS**

A. **NEW HIRES:**

NAME	1 ST	2 ND	APPROVED
Nicki Johnson Teacher Assistant Chisholm	Stacey Roepke	Jessica Poitra	Approved
Teah Henry Classroom Assistant Hibbing III	Stacey Roepke	Jessica Poitra	Approved

B. **POLICIES AND PROCEDURES:** To read full policy go to www.aeo.org

Policy	1 ST	2 ND	APPROVED
Enrollment Policy	Stacey Roepke	Cassie Adams	Approved
Enrollment/Selection Criteria for Children with Disabilities Policy	Stacey Roepke	Jessica Poitra	Approved
Covid Mitigation Policy	Stacey Roepke	Jessica Poitra	Approved

- C. **STATE PARENT AFFILIATE (SPA):** Cassie Adams shared that she is moving to Georgia, and she will no longer be our SPA Representative. She shared how much she really enjoyed being the SPA and she hopes we can find a replacement. Currently, we don't have enough Policy Council members to fill the SPA or Alternate SPA positions. This is tabled until we get more members. All our current members are currently serving as officers and only one office can be held by one member at a time. **Stacey Roepke moved to table electing a replacement SPA until we get more members, supported by Cassie Adams. Motion carried unanimously.**
- D. **HEAD START HEROES AWARD:** This award went to Crystal Goggleye & Justin Strait. They overcame tremendous challenges and achieved personal and family success. Their full story is included in member's packets.
- E. **FY 23 STATE FUNDING APPLICATION:** Gabe sent the budget out to members to get approval to do the state funding application. The application is due this month and will begin on 7/1/2023. **Stacey Roepke moved to accept the FY 23 State Funding Application, supported by Jessica Poitra. Motion carried unanimously.**

- F. **FY 23 FEDERAL COLA AND QUALITY IMPROVEMENT APPLICATION:** Our program received our application to apply for a Cost-of-Living increase and Quality Improvement dollars. Head Start will be using this funding to cover the 8.5% COLA the agency approved. This increase in wage and fringe will get us closer to the School District's salaries and help with staff retention. **Stacey Roepke moved to accept the COLA and Quality Improvement application, supported by Cassie Adams. Motion carried unanimously.**

G. **POLICY COUNCIL MEETING SCHEDULE (NEXT MTG WEDNESDAY, JUNE 14, 2023**

- IX. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** The Easter Bunny visited the Hibbing sites.
- X. **MISCELLANEOUS DISCUSSION:** A discussion was held on bad language and behaviors in the classroom. Our classrooms are monitored every day and all our kiddos are worked with all day every day to learn better skills.
- XI. **ADJOURNMENT: Stacey Roepke moved to adjourn the meeting, supported by Jessica Poitra. Motion carried unanimously.** The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Gabe Johnson , Director Arrowhead Head Start