



702 3<sup>RD</sup> AVENUE SOUTH  
VIRGINIA, MINNESOTA 55792-2797

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**August 13, 2025**

**PRESENT:**

Alecia Varani	EHS East Range-Quad 1
Brandi Reamer	EHS West Range
Tayea Wheeler	Hibbing I
Sarah Flack	Chisholm
Meghan Winsor	Disability/Mental Health Manager
Carla Current	EHS Home Base/Program Manager
Jerry Crittenden	Community Relations Manager
Charisse Salo	Program Manager
Chris DeGroote	Head Start Assistant Director
Gabe Johnson	Head Start Director
Megan Holmes-Katz	Early Head Start Home Visitor
Amanda Gwash	Family Support Specialist
Ileigh Gorham	Disability/Mental Health Manager
Kristine Norberg	Health Manager
Nicole Larsen	Family Support Specialist

**SITES NOT REPRESENTED OR EXCUSED:**

Babbitt-Open  
Eveleth-Gilbert-Absent  
CHIC EHS & Chisholm-Absent  
EHS Hibbing & Northern Tier-Open  
Ely-Absent  
Hermantown-Absent  
Hibbing II-Absent  
Hibbing III-Absent  
Hibbing IV-Open  
EHS Lake & Hermantown-Absent  
Mountain Iron/Buhl- Absent  
Policy Council Rep to the Board-Absent  
Proctor-Absent  
Quad II-PSHB-Absent  
Two Harbors-Absent  
Virginia I-Absent  
Virginia II-Absent  
Virginia III-Absent

AEOA Board Representative-Excused

The Policy Council meeting was held on August 13, 2025, at AEOA in the Basement Conference room and via Zoom.

- I. **CALL TO ORDER:** Alecia Varani, Secretary, called the Arrowhead Head Start Policy Council Meeting to order at 9:48 a.m. on Wednesday, August 13, 2025.
- 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.* **Alecia Varani moved to conduct an official meeting, supported by Sarah Flack. Motion carried unanimously.**
- III. **CORRECTION/APPROVAL OF April 9, 2025, POLICY COUNCIL MINUTES:** **Sarah Flack moved to accept the June 11, 2025, minutes, supported by Brandi Reamer. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Child Maltreatment Policy, Child Health Status Policy , Hearing and Vision Policy, and Growth Assessment Policy added to the agenda. **Brandi Reamer moved to make the additions to the agenda, supported by Alicia Varani. Motion carried unanimously.**
- V. **CORRESPONDENCE:** None
- VI. **REPORTS:**
  - A. **DIRECTOR'S REPORT:** Gabe Johnson reported on the MHSA updates. He shared that our program still has not yet connected with the new regional office. The process will be changing for new federal reviews. We are awaiting more information on the reviews. Minnesota Head Start Association sponsored a training for Conscious Discipline and three of our staff attended the train the trainer. Arrowhead is still working on the Multipurpose Grant funding for our infant and toddler center. Grant will be resubmitted on 08/15/25. Head Start conducted a Health/Mental Health Advisory Committee Meeting on July 30<sup>th</sup>. We are looking for parents to join the committee. All staff have been hired on for the upcoming year. We are still on track for infant and toddler center opening in October. **Sarah Flack moved to accept the Director's Report, supported by Brandi Reamer. Motion carried unanimously.**

**B. FINANCIAL REPORT:** Gabe Johnson presented the financial statements. It was reported that \$451,815 were moved from the Head Start to Early Head Start side due to the approval of the Change of Scope.

**FY 2025 FEDERAL HEAD START GRANT:** This grant is for \$2,544,527.00 for the period from April 1, 2025, through March 31, 2026. We have currently spent \$807,307.63 of this grant. The financial report was shared with members.

**FY 2025 FEDERAL EARLY HEAD START GRANT:** This grant for \$1,821,881.00 for the period from April 1, 2025, through March 31, 2026. We have currently spent \$533,130.84 of this grant. The financial report was shared with members.

**FY 2025 MN HEAD START GRANT:** This grant for \$702,898.00 for the period from July 1, 2025, through June 30, 2026. The Current Period Actual Expenditures are \$1,040.77. The financial report was shared with members.

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

**C. COMMUNITY RELATIONS REPORT:** Jerry Crittenden reported on enrollment and shared the current enrollment report. He discussed the enrollment shift from the last meeting to this meeting after approval of the Change of Scope. Hibbing Head Start enrollment is currently a concern. Eveleth Gilbert is also a concern, but we have a plan in place to be able to pick up children in Virginia and transport them to Eveleth using the same bus that is transporting to Parkview. EHS ages moving from the infant room to toddler room to preschool room were clarified. **Brandi Reamer moved to accept the Community Relations Report, supported by Sarah Flack. Motion carried unanimously.**

**D. AEOA BOARD MEETING REPORT:** The last board meeting was centered around the discussion of the AEOA Executive Director retiring and the search for a replacement. It was shared that Mark Page has been hired, pending his background check.

**VII. OLD BUSINESS:**

**A. SCHOOL READINESS REPORT:** Chris DeGroote reported the 4<sup>th</sup> quarter data for our school readiness report. Policy Council was reminded that the 4<sup>th</sup> quarter data only includes Early Head Start as the Head Start programming is out for the summer. The report was reviewed during the meeting.

## VIII. NEW BUSINESS

- A. **ONE TIME SUPPLEMENTAL NUTRITION GRANT:** Head Start released a grant that allows for one time funding for health and nutrition. Arrowhead is seeking approval to apply for funding to upgrade the infant and toddler kitchen area, add nutritional training for staff and families, bring in an I am Moving, I am Learning trainer, and add additional hours to our registered dietitian for menu creation and review. **Sarah Flack moved to approve the grant application request, supported by Brandi Reamer. Motion carried unanimously.**
- B. **HEALTH AND SAFETY SUPPLEMENTAL FUNDING FOR PLAYGROUND UPGRADES:** Arrowhead Head Start is seeking funding to add playground equipment to the Virginia HRA that is for infants, toddlers, and preschoolers. We are also applying for additional equipment in Proctor and Two Harbors for preschoolers to fill open spaces on the playground. Funding is up to \$250,000. We are receiving a quote from a state approved vendor to attach to the grant application. **Brandi Reamer moved to approve the grant application request, Alicia Varani. Motion carried unanimously.**
- C. **NEW HIRES:** It was explained that we had 22 hires for this year, but the majority of those that were hired were rehires due to needing to repost all the Virginia classroom positions due to the Change of Scope. Of the 22 hires, 15 of the staff members worked with us this last year. The new staff assignments were discussed. Approval for hiring Kayce Halek (Hibbing 4 Teacher), Skyer Zaitz (Hibbing 1 FT Classroom Assistant), Ruby Boes (Hibbing 2 PT Classroom Assistant), Cassie Berrini (Hibbing 2 PT Classroom Assistant), Kate Sandvig (Chisholm PT Classroom Assistant), Brianna Miller (Virginia 2 PT Classroom Assistant), and Whitney Mahlberg (Virginia Toddler Teacher) was requested. **Sarah Flack moved to accept the hire or rehire of 22 staff people, supported by Brandi Reamer. Motion carried unanimously.**

**D. POLICIES AND PROCEDURES:** Please visit [aeoa.org](http://aeoa.org) to read the full policies.

Policy	First	Second	Motion Passed
EHS Center Enrollment Point System 2025-2026	Sarah Flack	Brandi Reamer	Approved
Use of Media	Brandi Reamer	Sarah Flack	Approved
Child Maltreatment Reporting	Sarah Flack	Brandi Reamer	Approved
Child Health Status	Brandi Reamer	Alicia Varani	Approved
Hearing and Vision	Sarah Flack	Brandi Reamer	Approved
Growth Assessment	Sarah Flack	Brandi Reamer	Approved

**E. POLICY COUNCIL MEETING SCHEDULE (NEXT MTG WEDNESDAY, October 8, 2025).**

This meeting will be our Policy Council Recognition meeting for all of our members who have worked hard to move our program forward this last year.

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

**X. MISCELLANEOUS DISCUSSION: None**

**XI. ADJOURNMENT: Sarah Flack moved to adjourn the meeting, supported by Brandi Reamer. Motion carried unanimously. The meeting was adjourned at 11:28 a.m.**

Respectfully submitted,

---

Gabe Johnson, Director Arrowhead Head Start