



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3<sup>RD</sup> AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**August 9, 2023**

**PRESENT:**

Alecia Varani	EHS Quad 1
Brandi Casto	EHS East Range & Quad 2
Cody Barth	Ely
Ashley Minkkinen	EHS Lake & Hermantown
Rob Hietala	AEOA Board Representative
Stacey Roepke	CHIC EHS & Northern Tier
Barb Fedora	Program Manager
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
Chris DeGroote	Head Start Assistant Director
Gabe Johnson	Head Start Director
Tracy Sandnas	Head Start Finance Supervisor

**SITES NOT REPRESENTED OR EXCUSED:**

Babbitt-Open  
Chisholm-Open  
Community Rep-Excused  
Ely-Excused  
Hermantown-Open  
Hibbing I, II, III  
Hibbing IV -No Open  
EHS Hibbing & Chisholm/PC Rep to the AEOA B.O.D.-Excused  
EHS Lake & Hermantown-Excused  
EHS West Range & PSHB-Open  
Virginia I-Open  
Virginia II-Absent  
Virginia III-Open  
Virginia IV-Open

The Policy Council meeting was held on August 9, 2023 at AEOA in the Basement Conference room and virtually via Zoom.

- I. **CALL TO ORDER:** Ashley Minkkinen, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:38 a.m. on Wednesday, August 9, 2023.
- 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.* **Stacey Roepke moved to conduct an official meeting, supported by Brandi Casto. Motion carried unanimously.**
- III. **CORRECTION/APPROVAL OF June 14, 2023, POLICY COUNCIL MINUTES:** **Stacey Roepke moved to accept the June 14, 2023 minutes, supported by Brandi Casto. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None
- VI. **REPORTS:**

**DIRECTOR'S REPORT:**

On the State side, 10 million dollars was approved for permanent funding for Minnesota Head Start programs, Arrowhead Head Start received an additional \$224,268. We resubmitted our previous board and policy council approved grant for a new total of \$787,180. The grant deadline was August 2<sup>nd</sup>. We are waiting for our approval.

On the Federal side, \$500 million has been allocated for Early Head Start competitive grants. We are waiting for more information on the availability and usage of these funds.

We are waiting for approval of our COLA & Quality Improvement application, Transportation waiver application, and Vehicle Disposition requests.

We are seeking additional Health and Safety funding for a new preschool age-appropriate playground in Ely pending board and policy council approval.

The Minnesota Head Start Association has facilitated a few meetings in August on moving to certified exempt with DHS licensing. More information to follow.

In our Head Start program we are in the process of licensing both the Proctor and Two Harbors locations. Two Harbors might be starting classes later due to the construction in Minnehaha Elementary. We expect to get the initial approvals to begin the licensing process in Two Harbors in late August. The Proctor Head Start Program is currently working on this process.

Our program will be working on our strategic plan for the new five-year grant in October. The three-year Head Start Community Needs Assessment from the AEOA planning department will be used to assist in this process. Program managers recently returned from summer layoff and our classroom staff will return on Aug. 21<sup>st</sup>.

Additional Minnesota Head Start funding will go toward 3 additional part time Classroom Assistant's, increased operating costs, additional site transportation, a new Program Manager, technology, advertising, and strategic planning. **Stacey Roepke moved to accept the Director's Report, supported by Brandi Casto. Motion carried unanimously.**

**A. FINANCIAL REPORT:**

Tracy Sandnas presented the financial statements.

**FY 2022 MN HEAD START GRANT:** This grant for \$539,687.00 for the period from July 1, 2022, through June 30, 2023. This grant was closed out.

**FY 2023 FEDERAL HEAD START GRANT:** This grant for \$2,928,216.00 for the period from April 1, 2023, through March 31, 2024. The Current Period Actual Expenditures are \$205,970.57; the YTD Actual Expenditures are \$570,110.90; YTD Encumbrance is \$0.00, and the Balance is \$2,037,538.10. Spending on this grant is on target with our planned expenditures and projections.

**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. The Current Period Actual Expenditures are \$242,470.50; the YTD Actual Expenditures are \$426,002.59; YTD Encumbrance is \$0.00, and the Balance is \$873,429.93. Spending on this grant is on target with our planned expenditures and projections.

**FY 2023 MN HEAD START GRANT:** This grant for \$562,912.00 for the period from July 1, 2023, through June 30, 2024. The Current Period Actual Expenditures are \$11,995.84; the YTD Actual Expenditures are \$11,995.84; YTD Encumbrance is \$0.00, and the Balance is \$550,916.16. Spending on this grant is on target with our

planned expenditures and projections. An additional \$224,268.00 will be added to the current grant amount once the state approves the application.

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

- B. **COMMUNITY RELATIONS REPORT:** Jerry Crittenden reported on the enrollment report. Our Family Support Specialists are attending community events to recruit kiddos for our program. We are working to fill all our center sites and EHS home based sites. **Stacey Roepke moved to accept Community Relations report, supported by Brandi Casto. Motion carried unanimously.**
- C. **AEOA BOARD MEETING UPCOMING MEETING DATES June 21, 2023.** Gabe reported that AEOA had its first annual Block Party at the agency. Several vendors had resource tables, food was served, and there was a bouncy house for the little ones. It was well attended by the community. **Stacey Roepke moved to accept AEOA Board report, supported by Brandi Casto. Motion carried unanimously.**

**VII. OLD BUSINESS:**

- A. **SCHOOL READINESS:** Kelly Garrity reported on the 4th period. All kiddos are increasing in scores in all areas of development.
- B. **PROGRAM CLASS SCORES:** Chris DeGroote reported on the CLASS scores. The three areas in which classrooms are observed are Social Emotional, Classroom Organization, and Instructional Support.

**VIII. NEW BUSINESS**

**A. NEW HIRES:**

NAME	1 <sup>ST</sup>	2 <sup>ND</sup>	APPROVED
Mike Hager Program Manager	Stacey Cordle	Brandi Casto	Approved
Teah Henry Hibbing Classroom Assistant	Stacey Cordle	Brandi Casto	Approved
Stephanie Lee Hibbing Classroom Assistant	Stacey Cordle	Brandi Casto	Approved

- B. **POLICIES AND PROCEDURES:** None.

- C. **TRANSPORTATION PROCTOR AND CHISHOLM:** We will be providing transportation in Proctor and Chisholm to help with parent barriers.
- D. **STATE FUNDING INCREASE:** We will be getting an addition to our state funds in the amount of \$224,268.00 This will be permanent funding and it isn't tied to child slots.
- D. **ELY PLAYGROUND FUNDING REQUEST APPROVAL:** Gabe reported that he is applying for a grant to put a playground in at our Ely site. He will be submitting the application soon. **Stacey Roepke moved to accept Ely Playground Funding Application, supported by Brandi Casto. Motion carried unanimously.**
- E. **GREAT OPPORTUNITY GRANT APPLICATION:** Gabe reported that he is applying for these funds to help fund our upcoming COLA in 2024. All Head Start Federal funding is currently frozen. This will help fund any COLA the Board of Director's approve for 2024. **Stacey Roepke moved to accept Great Opportunity Grant Application, supported by Brandi Casto. Motion carried unanimously.**
- F. **POLICY COUNCIL MEETING SCHEDULE (NEXT MTG WEDNESDAY, OCTOBER 11, 2023)**
- IX. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Stacey Roepke shared that her trip to the zoo for EHS was amazing. Brandi Casto reported Nancy Nellis has been helping her with great projects involving safe edible paints and slime.
- X. **MISCELLANEOUS DISCUSSION:** Kelly Garrity will be entering our program into a drawing for a chance to win \$500 from 4-imprint. There was a discussion on fencing in Hibbing regarding the playground. One playground is completely fenced in. That is the playground for Early Childhood kiddos to use. The other playground was relocated to the Hibbing school from our previous site at the Graysher Shopping Center. That playground is partially fenced in. Gabe presented the Certificates of Appreciation to members present. Members who zoomed will get their certificate mailed to them.
- XI. **ADJOURNMENT:** **Stacey Roepke moved to adjourn the meeting, supported by Jessica Poitra. Motion carried unanimously.** The meeting was adjourned at 11:14 a.m. Appreciation lunch to follow the adjournment.

Respectfully submitted,

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Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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Gabe Johnson , Director Arrowhead Head Start