



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

VIRGINIA, MINNESOTA 55792-2797

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**February 12, 2025**

**PRESENT:**

Alecia Varani	EHS East Range-Quad 1
Ashley Minkkinen	Proctor
Becky Robinson	Virginia I
Juhi Perkin	EHS Lake & Hermantown
Megan Rudesill	Ely
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
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 DeGroote	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  
CHIC EHS & Northern Tier-Absent  
EHS Hibbing & Northern Tier-Absent  
Hermantown-Absent  
Hibbing I-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 I-Excused  
Virginia III-Excused

The Policy Council meeting was held on February 12, 2025, at AEOA in the Basement Conference room and via Zoom.

- I. **CALL TO ORDER:** Stacey Roepke, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:36 a.m. on Wednesday, February 12, 2025.
- II. **ROLL CALL:** Roll call was taken showing 11 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF December 9, 2024, POLICY COUNCIL MINUTES:** Ashley Minkkinen moved to accept December 9, 2024, minutes, supported by Sara Flack. Motion carried unanimously.
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None.
- VI. **REPORTS:**
  - A. **DIRECTOR'S REPORT:** Gabe reported that our Head Start Program Specialist in Chicago has been working with our program to review and edit both our grant renewal and Change of Scope Request. The current federal grant year ends March 31<sup>st</sup>.

The Minnesota Head Start Association has been meeting with new legislators across the state. MHSA has been working with programs to set up a schedule for visits to our classroom sites and meeting with program directors to work on new federal changes.

Our federal grant application was submitted in December along with the Change of Scope request. We have been awarded \$240,000 from DEED to finish the construction of the new infant and toddler center in the Virginia HRA. The new playground at the Eveleth HRA is in its final steps for submission. The tentative installation is scheduled for June 2025. **Ashley Minkkinen moved to accept the Director's Report, supported by Staissee Riggins. 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 \$468,738.88; the YTD Actual Expenditures are \$2,323,787.99; YTD Encumbrance is \$25,397.06, and the Balance is \$796,694.95. 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 \$209,226.32; the YTD Actual Expenditures are \$1,134,494.34; YTD Encumbrance is \$0.00, and the Balance is \$235,571.66. 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 \$147,330.08; the YTD Actual Expenditures are \$419,998.99; YTD Encumbrance is \$0.00, and the Balance is \$359,295.72. Spending on this grant is on target with our planned expenditures and projections.

The November & December credit card report was presented. **Staisee Riggins moved to accept the Financial Reports, supported by Brandi Reamer. Motion carried unanimously.**

**C. COMMUNITY RELATIONS REPORT:** Jerry Crittenden reported on the enrollment report and presented several policies for approval. See policies below under New Business. **Staisee Riggins moved to accept Community Relations report, supported by Ashlee Minkkinen. Motion carried unanimously.**

**D. AEOA BOARD MEETING December 18, 2024:** Gabe reported that a lengthy conversation was held on the Head Start reduction-conversion. Senior Services has had to reduce staff due to funding cuts. **Sara Flack moved to accept AEOA Board report, supported by Ashley Minkkinen. Motion carried unanimously.**

**VII. OLD BUSINESS:**

**A. SCHOOL READINESS REPORTS:** Chris DeGroote presented a summary of the report. Please read through this on your own and bring back any questions.

**B. PARENT FAMILY COMMUNITY ENGAGEMENT:** Jerry reported that the 2<sup>nd</sup> Family Fun event is taking place or has already happened. Family Support Specialists have been meeting with families in the community.

**VIII. NEW BUSINESS**

**A. NEW HIRES:**

<b>NAME</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>APPROVED</b>
Dulce Martinez-Favela Hibbing IV- Teacher 2	Victoria Thorsen	Ashley Minkkinen	Approved

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

<b>Policy</b>	<b>First</b>	<b>Second</b>	<b>Motion Passed</b>
AHS Recruitment Plan	Sara Flack	Ashley Minkkinen	Approved
Child & Family Orientation Policy	Sara Flack	Ashley Minkkinen	Approved
EHS Point System	Sara Flack	Ashley Minkkinen	Approved
Eligibility Policy	Sara Flack	Ashley Minkkinen	Approved
Enrollment Policy	Sara Flack	Ashley Minkkinen	Approved
EHS Child & Family Orientation Policy	Sara Flack	Ashley Minkkinen	Approved
HS Community Needs Assessment Policy	Sara Flack	Ashley Minkkinen	Approved
HS Parent Committee Meeting Policy	Sara Flack	Ashley Minkkinen	Approved
HS Parent Volunteer Opportunities Policy	Sara Flack	Ashley Minkkinen	Approved
HS Point System	Sara Flack	Ashley Minkkinen	Approved
HS Site Newsletter Policy	Sara Flack	Ashley Minkkinen	Approved

**C. POLICY COUNCIL MEETING SCHEDULE (NEXT MTG MONDAY, April 9, 2025)**

**IX. PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Sara shared how great the teachers.

**X. MISCELLANEOUS DISCUSSION:** Gabe asked members for opinions on how to communicate with parents regarding federal funding . A discussion was held.

**XI. ADJOURNMENT:** **Sara Flack moved to adjourn the meeting, supported by Staisee Riggins. Motion carried unanimously.** The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

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Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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Gabe Johnson, Director Arrowhead Head Start