



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES
February 7, 2024

PRESENT:

Alecia Varani	EHS East Range-Quad 1
Brandi Reamer	EHS West Range
Cody Barth	Ely
Ashley Minkkinen	EHS Lake & Hermantown
Rob Hietala	AEOA Board Representative
Tamara Dungan	CHIC EHS & Northern Tier
Kelly Garrity	EHS Program Manager
Felicia O'Connell	Family Support Specialist
Jerry Crittenden	Community Relations 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-Absent
Chisholm-Open
Community Rep-Excused
Hermantown-Open
Hibbing I-II-Excused
Hibbing III-Excused
Hibbing IV-Open
EHS Hibbing & Northern Tier-Absent
Quad II-PSHB/PC Rep to the AEOA Board-Excused
Two Harbors-Proctor-Excused
Virginia I-Open
Virginia II-Open
Virginia III-Absent
Virginia IV-Excused

The Policy Council meeting was held on February 7, 2024, at AEOA in the Basement Conference room and via Zoom.

- I. **CALL TO ORDER:** Cody Barth, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:39 a.m. on Wednesday, February 7, 2024.
- II. **ROLL CALL:** Roll call was taken showing 6 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.* **Rob Hietala moved to conduct an official meeting, supported by Tamara Dungan. Motion carried unanimously.**
- III. **CORRECTION/APPROVAL OF December 6, 2023, POLICY COUNCIL MINUTES:** **Tamara Dungan moved to accept the December 6, 2023 minutes, supported by Ashley Minkkinen. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** Gabe shared the Notice of Proposed Rule Making (NPRM) PI from OHS, Supporting the Head Start Workforce and Quality Programming will be shared later after the AEOA Board meets.
- VI. **REPORTS:**
 - A. **DIRECTOR'S REPORT:** Gabe reported that we have started using the DHS Hub. This online system will be used to upload all licensing information that will be used by the reviewer when visiting our center sites.

The federal grant application has been submitted for \$4,267,399. Gabe and Chris DeGroote are making corrections and additions as requested by the Office of Head Start (OHS). This is for the first year of our 5-year grant period.

The OHS has had several meetings on the NPRM. Gabe will report on this as new information becomes available.

The Minnesota Head Start Association has been conducting meetings to discuss the NPRM and its effect on our programs. MHSA has compiled a response to the OHS regarding what state programs are saying.

Our Head Start program is continuing to explore options of expanding our Early Head Start programming into center-based options. We continue to look for space for our Mountain Iron-Buhl and Eveleth classrooms for the fall of 2024. **Tamara Dungan moved to accept the Director's Report, supported by Brandi Reamer. Motion carried unanimously.**

B. 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. The Current Period Actual Expenditures are \$494,594.11; the YTD Actual Expenditures are \$2,136,410.07; YTD Encumbrance is \$0.00, and the Balance is \$791,805.93. 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 \$289,734.93; the YTD Actual Expenditures are \$1,173,735.91; YTD Encumbrance is \$0.00, and the Balance is \$165,447.09. Spending on this grant is on target with our planned expenditures and projections.

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 \$195,458.26; the YTD Actual Expenditures are \$496,331.53; YTD Encumbrance is \$0.00, and the Balance is \$290,848.47. Spending on this grant is on target with our planned expenditures and projections.

The November & December credit card report was presented. **Alecia Varani moved to accept the Financial Reports, supported by Ashley Minkkinen. Motion carried unanimously.**

C. COMMUNITY RELATIONS REPORT: Jerry Crittenden reported on the Enrollment and Eligibility policies. A discussion was held on recruiting ideas. **Ashley Minkkinen moved to accept Community Relations report, supported by Cody Barth. Motion carried unanimously.**

D. AEOA BOARD MEETING December 20, 2023. Gabe reported that AEOA has completed its annual audit. A new IT Director has been hired. AEOA is working with St. Louis County to purchase tax forfeited homes to rehab them and sell them. A new building project in Hibbing to house a new Senior Services kitchen and the Housing Department is in progress. **Ashley Minkkinen moved to accept AEOA Board report, supported by Tamara Dungan. Motion carried unanimously.**

VII. OLD BUSINESS:

A. SCHOOL READINESS: Chris DeGroot reported that we are currently doing midyear home visits and the school readiness report will be shared at the April meeting.

B. PARENT FAMILY COMMUNITY ENGAGEMENT: None.

VIII. NEW BUSINESS

A. NEW HIRES:

NAME	1ST	2ND	APPROVED
Stefanie Dutton Chisholm Classroom Assistant	Ashley Minkkinen	Tamara Dungan	Approved
Arionna Benner Virginia 3 Classroom Assistant	Ashley Minkkinen	Tamara Dungan	Approved
Kaydince Thoennes Substitute Classroom Assistant Hibbing	Ashley Minkkinen	Tamara Dungan	Approved
Jessica Torgerson Substitute Classroom Assistant Hibbing	Ashley Minkkinen	Tamara Dungan	Approved

B. POLICIES & PROCEDURES: Full policies can be found at www.aeo.org

POLICY	1ST	2ND	APPROVED
Arrowhead 24-25 Head Start Recruitment Plan Program Year	Ashley Minkkinen	Cody Barth	Approved
24-25 Enrollment Policy	Rob Hietala	Ashley Minkkinen	Approved
24-25 Eligibility Policy	Alecia Varani	Cody Barth	Approved
24-25 EHS Enrollment Point System	Rob Hietala	Ashley Minkkinen	Approved
24-25 Head Start Enrollment Point System	Alecia Varani	Ashley Minkkinen	Approved

- A. **POLICY COUNCIL MEETING TIMES-SURVEY DISCUSSION:** The survey was shared with members. 6 members filled out the survey. 2 members present at the meeting added their input to the survey results. The members have chosen Monday's at 9:30-noon as the new meeting day for this year's meetings. Meetings will be on the first Monday of the month in general. **Alecia Varani moved to accept Monday at 9:30 as our new meeting days for 2024, supported by Ashley Minkkinen. Motion carried unanimously.**
- B. **POLICY COUNCIL MEETING SCHEDULE** The next meeting will be on Monday, April 8th at 9:30 at AEOA in the basement conference room.
- C. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Cody Barth shared that the Ely classroom went to the Ely Post Office on a field trip.
- IX. **MISCELLANEOUS DISCUSSION:** Gabe asked members if they would be interested in parent training after our Policy Council meetings. He will send out a survey to see what interests our parents have. Suggestions include: First Aid CPR, Child Behaviors and Conscious Discipline.
- X. **ADJOURNMENT:** **Ashley Minkkinen moved to adjourn the meeting, supported by Tamara Dungan. 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