



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

February 8, 2023

PRESENT:

Ashley Minkkinen	Chairperson/EHS Lake & Hermantown
Cassie Adams	Mt. Iron Buhl
Cody Barth	Ely
DaNeil Sirjord	Community Representative
Jessica Poitra	EHS Hibbing & Chisholm/PC Rep to the AEOA B.O.D.
Rob Hietala	AEOA Board Representative
Stacey Roepke	CHIC EHS & Northern Tier
Barb Partika	Family Support Specialist
Connie Derickson	Program Manager
Kelly Garrity	EHS Program Manager
Kristine Norberg	Health Manager
Christine DeGroot	Head Start Assistant Director
Gabe Johnson	Head Start Director
Tracy Sandnas	Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:

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

The Policy Council meeting was held on February 8,2023 at AEOA in the conference room in the basement and virtually via Zoom.

- I. **CALL TO ORDER:** Ashely Minkkinen, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:37 a.m. on Wednesday, February 8, 2023.

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.* **DaNeil Sirjord moved to conduct an official meeting, supported by Stacey Roepke. Motion carried unanimously.**

III. **CORRECTION/APPROVAL OF December 7, 2022, POLICY COUNCIL MINUTES:** **DaNeil Sirjord moved to accept the December 7, 2022 minutes, supported by Stacey Roepke. Motion carried unanimously.**

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Add Gabe Johnson as the new approver under MDE-IOWA-EDIAM for Pathway II Scholarships under New Business “B”. **DaNeil Sirjord moved to add Gabe Johnson as the new approver under MDE- IOWA- EDIAM for Pathway II Scholarships under New Business “B”, supported by Stacey Roepke. Motion carried unanimously.**

V. **CORRESPONDENCE:** Gabe Johnson reported that the Head Start new Covid Mitigation Policy is going to be updated. The Office of Head Start will be dialing down the regulations. The updated policy will be submitted to the Policy Council for approval once it is completed. It is due 3/7/2023.

VI. **REPORTS:**

A. **DIRECTOR’S REPORT:** Gabe reported:

1. Governor Walz Budget Proposal
 - a. In 2024-2025, the creation of a Department of Children, Families, and Youth has been proposed. Child mental health, DHS licensing, and the student food program are a few areas expected to move to this department. This department would be expected to oversee Head Start as well.
 - b. A commissioner will be appointed to oversee this new department.
 - c. Universal free meals for students while at school. This would include both breakfast and lunch.
 - d. Increased affordable childcare opportunities for Greater Minnesota. This will help childcare providers increase available childcare slots.
 - e. Increased funding for Early Childhood as well as K-12 education.
2. Federal Head Start Funding
 - a. The federal government approved \$596 million for a cost-of-living adjustment (COLA) for Head Start staff. (5.4% COLA)
 - b. An additional \$262 million has been approved for quality improvement to be used for wages and fringe costs. (About a 3.1% increase)
 - c. \$500 million is allocated for Early Head Start competitive grants.

- d. More information on how to qualify and apply for these Early Head Start grants will be available at a later point.

3. Head Start

- a. Continued work towards attempting to be exempt from DHS licensing is happening at the state Head State level
- b. Beginning work to get Head Start staff around the state trained on changes to Child Plus

4. Arrowhead Head Start

- a. We have officially moved out of the Greysher site in Hibbing as of 1/31/23. Items in good shape from this site went into storage at the Greyhound Storage facility in North Hibbing.
- b. Recruitment has begun for the upcoming school year. Word of mouth is the best method to bring in new students and families into our program.
- c. Gabe Johnson has been accepted to participate in the 2023 UCLA-PMFO New Directors Mentor Program (NDMP) at UCLA through a grant. The grant will include airfare, lodging, and 2 meals per day. We will kick off the 2023 NDMP with a Live Learning Event that will take place at UCLA from March 7-9, 2023. **Stacey Roepke moved to accept the Director's Report, supported by DaNeil Sirjord. Motion carried unanimously.**

B. FINANCIAL REPORT:

Tracy Sandnas presented the financial statements.

FY 2022 FEDERAL HEAD START GRANT: This grant for \$2,713,911.00 for the period from April 1, 2022, through March 31, 2023. The Current Period Actual Expenditures are \$425,356.11; the YTD Actual Expenditures are \$1,775,164.42; YTD Encumbrance is \$180,026.53, and the Balance is \$758,720.05. Spending of this grant is on target with our planned expenditures and projections. \$169,600.11 is the carryover for the remaining 5 new vehicles that are on order.

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 \$199,843.49; the YTD Actual Expenditures are \$956,782.96; YTD Encumbrance is \$10,426.42, and the Balance is \$268,341.62. 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 \$107,898.24; the YTD Actual Expenditures are \$308,367.74; YTD Encumbrance is \$0.00, and the Balance is \$231,319.26. Spending of this grant is on target with our planned expenditures and projections.

The December credit card report was presented. **DaNeil Sirjord moved to accept the Financial Reports, supported by Stacey Roepke. Motion carried unanimously.**

C. **COMMUNITY RELATIONS REPORT:** Chris DeGroot presented the enrollment report. A new EHS Home Base Educator is starting in March. We are still a bit under enrolled. We are currently at 97% enrollment, so we are still doing well. **DaNeil Sirjord moved to accept Community Relations report, supported by Stacey Roepke. Motion carried unanimously.**

D. **AEOA BOARD MEETING December 21, 2022 Meeting Cancelled**

VII. **OLD BUSINESS:**

A. **ELECTION SPA ALTERNATE TABLED FROM 12/27/2022 MEETING:** This position is tabled until we get more members. **Stacey Roepke moved to table the Election of the SPA Alternate supported by DaNeil Sirjord. Motion carried unanimously.**

B. **SCHOOL READINESS:** Chris reported on the 1st quarter of COR data. Data on physical development, health, language, literacy, and communication are gathered on our kiddos. Phonological awareness is usually the lowest score. Our 3-year-olds are at the baseline right now. Chris shared the actual scores with members.

Kelly Garrity presented the EHS scores. The highest score was in gross motor skills. Tools and technology were next. Creative arts and music came in at the lowest scores. The historical views show that scores plummeted during Covid. In person services are increasing our EHS scores.

Cassie Adams and Cody Barth joined the meeting. A quorum was established.

C. **PARENT FAMILY COMMUNITY ENGAGEMENT:** Cassie Adams shared that there is nothing new going on in the MIB classroom. Gabe let members know that schools are looking to add 4-year-old classrooms in the public schools. Head Start will need to assess the future of serving 3-year-olds. DaNeil Sirjord shared that state funding is being put into young children. This includes pre-school, childcare and pathway scholarships. Kelly Garrity added that it is conference time for EHS and Head Start kiddos.

VIII. NEW BUSINESS

A. CARRY OVER-VEHICLE PURCHASE: Gabe asked for a motion to do another Carryover on our Vehicle carryover due to uncertain delivery dates. So far, we have received one of six Traverses. The first carryover ends on 3/31/23. If the vehicles come in soon, we will not need to do another carryover the first Vehicle Carryover. **Stacey Roepke moved to approve doing another Carryover on the Vehicle Carryover supported by Cody Barth. Motion carried unanimously.** Gabe asked for another motion to get a waiver on the non-federal share of in kind. Due to Covid we will not be able to attain 20% in kind on the amount of the vehicle carryover. **Cody Barth moved to approve getting a waiver on the non-federal share of in kind supported by Stacey Roepke. Motion carried unanimously.**

B. MDE Early Learning Scholarship APPROVER: Gabe asked for approval to be the new Pathway II approver for monthly invoices on Pathway II scholarship kiddos. This will give him access to the Education Identity & Access Management (EDIAM) as the new Identified Official with Authority (IOWA). **DaNeil Sirjord moved to approve Gabe as the new IOWA for monthly invoices on Pathway II Scholarship kiddos supported by Stacey Roepke. Motion carried unanimously.**

C. NEW HIRES:

NAME	1 ST	2 ND	APPROVED
Vicki Nelson Classroom Assistant Hibbing 2	Stacey Roepke	Cody Barth	Approved
Elizabeth Lester EHS Home Base Educator	Stacey Roepke	Cody Barth	Approved

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

Policy	1 ST	2 ND	APPROVED
Head Start Recruitment Plan	Cassie Adams	Stacey Roepke	Approved
Head Start Enrollment Point System	Cassie Adams	Stacey Roepke	Approved
EHS Enrollment Point System	Cassie Adams	Stacey Roepke	Approved
Eligibility Policy	Cassie Adams	DaNeil Sirjord	Approved

E. POLICY COUNCIL MEETING SCHEDULE (NEXT MTG WEDNESDAY, APRIL 12, 2023)

IX. PARENT & COMMUNITY REPRESENTATIVE REPORTS: None.

X. MISCELLANEOUS DISCUSSION: Sweatshirts were mailed out to members 2/7/23.

XI. **ADJOURNMENT: Stacey Roepke moved to adjourn the meeting, supported by Cody Barth. Motion carried unanimously.** The meeting was adjourned at 11:29 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Gabe Johnson , Head Start Director