



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

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

VIRGINIA, MINNESOTA 55792-2797

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**June 14, 2023**

**PRESENT:**

Alecia Varani	EHS Quad 1
Brandi Casto	EHS East Range & Quad 2
Cody Barth	Ely
Jessica Poitra	EHS Hibbing & Chisholm/PC Rep to the AEOA B.O.D.
Rob Hietala	AEOA Board Representative
Stacey Roepke	CHIC EHS & Northern Tier
Jerry Crittenden	Community Relations Manager
Kelly Garrity	EHS Program Manager
Nicole Olson	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  
Chisholm-Open  
Community Rep-Excused  
Hermantown-Open  
Hibbing IV -No Open  
EHS Lake & Hermantown-Excused  
EHS West Range & PSHB-Open  
Virginia I-Open  
Virginia II-Excused  
Virginia III-Open  
Virginia IV-Open

The Policy Council meeting was held on June 14, 2023 virtually via Zoom.

- I. **CALL TO ORDER:** Stacey Roepke, Secretary, called the Arrowhead Head Start Policy Council Meeting to order at 9:35 a.m. on Wednesday, June 14, 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.* **Stacey Roepke moved to conduct an official meeting, supported by Alicia Varani. Motion carried unanimously.**

III. **CORRECTION/APPROVAL OF April 12, 2023, POLICY COUNCIL MINUTES:** **Stacey Roepke moved to accept the April 12, 2023 minutes, supported by Jessica Poitra. Motion carried unanimously.**

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.

V. **CORRESPONDENCE:** None

VI. **REPORTS:**

**DIRECTOR'S REPORT:** Gabe reported on the legislative updates with the passing of the Department of Children, Families, and Youth. This process begins the streamlining for early childhood education in the state of Minnesota. 10 million dollars has been approved in additional and permanent funding for Minnesota Head Start programs. We are currently waiting to see our allocation of the funding. Our state application will need to be updated after our allocation has been sent to us.

On the Federal side \$500 million is allocated for Early Head Start competitive grants. We are waiting for more information on the availability and usage of these funds to see how we can qualify and apply for these Early Head Start grants. We are waiting for the approval of our COLA & Quality Improvement application and our Transportation Waiver application.

The Minnesota Head Start Association has been giving us regular updates on the state legislative process and is preparing us for changes as they are coming. We are having good dialogue with other Head Start programs, but we are waiting for more information and direction.

Our Proctor Head Start Program will be serving primarily 3-year-olds in the district, at the Proctor Early Childhood Center this fall (PECC). We completed our physical move into the PECC building on 05/30/23.

Our program is beginning the five-year community needs assessment process. The AEOA planning department has collected a wide variety of data and has conducted a variety of surveys with community staff, families, and community partners. This data will be used for strategic planning and the five-year federal grant application this fall.

The Head Start Management team has been busy planning for the upcoming program year, staff training, updating forms, and policies, and procedures. The Program Managers and Health Manager will be going on layoff from June 9th through early August.

Our Head Start conferences are held 2 times per year. The transition meetings with the school districts for kindergarten transitions are in progress. Child info has been shared with the districts. Gabe and Chris visited every site and visited with staff to see what needs they have. There was a follow-up on the mental health survey Head Start staff took part in. A list of needs and concerns will be put together once the EHS Home Based staff visits are done. This will help improve our program.

We had a CLASS observer come into each classroom this program year. The observation will help our teaching staff improve their teaching skills through coaching. **Stacey Roepke moved to accept the Director's Report, supported by Jessica Poitra Barth. Motion carried unanimously.**

**A. FINANCIAL REPORT:**

Tracy Sandnas presented the financial statements.

**FY 2022 FEDERAL HEAD START GRANT:** This grant for \$2,912,223.00 for the period from April 1, 2022, through March 31, 2023. The closing of this grant was shared with members. All funds were spent out.

**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 closing of this grant was shared with members. All funds were spent out.

**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 \$78,648.33; the YTD Actual Expenditures are \$388,081.80; YTD Encumbrance is \$0.00, and the Balance is \$100,929.14. Spending of this grant is on target with our planned expenditures and projections.

**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 \$363,166.02; the YTD Actual Expenditures are \$363,166.02; YTD Encumbrance is \$0.00, and the Balance is \$2,519,849.56. 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 \$183,471.46; the YTD Actual Expenditures are \$1,155,711.54; YTD Encumbrance is \$0.00, and the Balance is \$1,155,711.54. Spending of this grant is on target with our planned expenditures and projections.

The March & April credit card report was presented. **Stacey Roepke moved to accept the Financial Reports, supported by Jessica Poitra. Motion carried unanimously.**

**B. COMMUNITY RELATIONS REPORT:** Jerry Crittenden reported on the recruitment report. He explained the layout of the report. We are looking good for this time of year. We still have a couple of sites that need more recruiting. Stacey Roepke shared her experience at the Parent Conference she attended in April at Cragun's Resort in Brainerd in April. She learned a lot of good information and met other parents that attended. She highly recommends attending this event next year. **Stacey Roepke moved to accept Community Relations report, supported by Jessica Poitra. Motion carried unanimously.**

**C. AEOA BOARD MEETING UPCOMING MEETING DATES April 19, 2023 and June 21, 2023.** Gabe reported that he gave the board members some Head Start training at the April 19<sup>th</sup> meeting. Head Start resolutions were approved. The Hibbing Homeless Shelter is up and running. It is a large complex that consists of two buildings. **Stacey Roepke moved to accept AEOA Board report, supported by Jessica Poitra. Motion carried unanimously.**

## **VII. OLD BUSINESS:**

**A. SCHOOL READINESS:** Kelly Garrity reported on the 3<sup>rd</sup> period. All kiddos are increasing in scores in all areas of development. In person services do make a difference. We are starting to surpass our pre-pandemic scores. Next week will be the end of period 4.

Chris DeGroote reported on the Head Start side. This is the end of the year report for pre-school. We need an average score of 4 for our kiddos to be ready to transition to kindergarten. 74% of this year's kiddos are ready compared to 55% last year. We like to see our 3-year-olds at a score of 3. All of them are all above 3 this year. Social studies had a high score for our three-year old's.

- B. PARENT FAMILY COMMUNITY ENGAGEMENT:** Kelly reported this is for all families we worked with over the last year. She went over the different categories and how they all work. All Head Start programs across the nation have to track family outcomes. We track for 3 periods. We had gains in every single area. Food and health insurance are the top 2 areas parents struggle with.

**VIII. NEW BUSINESS**

- A. EHS/HEAD START SITE SELECTIONS & APPROVALS:** Jerry went over the sites with members. The sites will be the same as last program year. **Stacey Roepke moved to accept EHS/Head Start site selections, supported by Jessica Poitra. Motion carried unanimously.**

- B. NEW HIRES:**

NAME	1 <sup>ST</sup>	2 <sup>ND</sup>	APPROVED
Nicole Olson FSS Hermantown	Stacey Roepke	Jessica Poitra	Approved
Nicki Johnson Chisholm Teacher Assistant	Stacey Roepke	Jessica Poitra	Approved

- C. POLICIES AND PROCEDURES:** None.

- D. POLICY COUNCIL RECOGNITION-AUGUST 9, 2023:** We will meet in person for this meeting and have an appreciation lunch after the meeting. A menu will be sent out prior to the meeting. Members will be reimbursed for mileage and childcare if used to attend the meeting.

- E. POLICY COUNCIL MEETING SCHEDULE (NEXT MTG WEDNESDAY, AUGUST 9, 2023)**

- IX. PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Stacey Roepke brought up the idea of a Splash Pad event. Her EHS Home Based Educator will work with her on this. Brandi Casto brought up the Community Garden in Virginia. The concept is to help yourself to produce. They only ask that you come back next growing season and help take care of the garden.

- X. **MISCELLANEOUS DISCUSSION:** A discussion was held on transportation for our Chisholm site. We will re-visit this with the school district Principal. Chris DeGroote will share our overall CLASS scores at the next meeting.
- XI. **ADJOURNMENT: Stacey Roepke moved to adjourn the meeting, supported by Jessica Poitra. Motion carried unanimously.** The meeting was adjourned at 11:33 p.m.

Respectfully submitted,

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Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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Gabe Johnson , Director Arrowhead Head Start