



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

December 6, 2023

PRESENT:

Alecia Varani	EHS East Range-Quad 1
Brandi Casto	Virginia IV
Brandi Reamer	EHS West Range
Cody Barth	Ely
Michelle Fredrickson	Community Rep
Rob Hietala	AEOA Board Representative
Stacey Roepke	Hibbing I,II
Tamara Dungan	CHIC EHS & Northern Tier
Victoria Thorsen	Quad II-PSHB/PC Rep to the AEOA Board
Zach Anderson	Two Harbors-Proctor
Barb Fedora	Program Manager
Charisse Salo	Program Manager
Emily Checco	Pre-School Home Base Educator
Ileigh Gorham	Mental Health & Disabilities Manager
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 III-Excused
Hibbing IV-Open
EHS Hibbing & Northern Tier-Absent
EHS Lake & Hermantown-Excused
Virginia I-Open
Virginia II-Open
Virginia III-Absent
Virginia IV-Open

The Policy Council meeting was held on December 6, 2023, at AEOA in the Basement Conference room and via Zoom.

- I. **CALL TO ORDER:** Cody Barth, acting Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:35 a.m. on Wednesday, December 6, 2023.
- II. **ROLL CALL:** Roll call was taken showing 10 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF October 11, 2023, POLICY COUNCIL MINUTES:** Stacey Roepke moved to accept the October 11, 2023, minutes, supported by Cody Barth. Motion carried unanimously.
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** Gabe shared the(NPRM) PI from OHS, Supporting the Head Start Workforce and Quality Programming. There are 4 sections: Workforce Support, Mental Health & Health Support, Program Planning and Facilities & Transportation.
- VI. **ELECTION OF OFFICERS:**

OFFICERS	NOMINATED	1 ST MOTION	2 ND MOTION	APPROVED
CHAIRPERSON	Cody Barth	Stacey Roepke	Zach Anderson	Approved
VICE CHAIRPERSON	Stacey Roepke	Stacey Roepke	Zach Anderson	Approved
SECRETARY	Brandi Casto	Stacey Roepke	Zach Anderson	Approved
PC REP TO THE BOARD	Victoria Thorsen	Stacey Roepke	Zach Anderson	Approved
SPA	Zach Anderson	Stacey Roepke	Zach Anderson	Approved
SPA ALTERNATE	Brandi Reamer	Stacey Roepke	Zach Anderson	Approved

VII. **REPORTS:**

- A. **DIRECTOR'S REPORT:** Gabe reported that DHS licensing is transitioning over to the Department of Children, Families, and Youth. We will be seeing changes in how we maintain our licensed locations.

We are currently working on our Federal Head Start grant for FY 2024. This will be the first year of our new five-year grant period. The grant consists of Federal Head Start and Early Head Start funding, and training and technical assistance funding for both Head Start and Early Head Start. Our Community Needs Assessment, along with program data, informed our strategic planning process, where we developed our five year goals and objectives for the 2024-2029 grant period.

The Minnesota Head Start Association will be setting up meetings to discuss some of the proposed changes with Head Start at the federal level. They are looking to implement some of these changes by 2031.

Our Head Start program is continuing to explore options of expanding our Early Head Start programming into center-based options. Our classroom staff and family support specialists have been hosting family fun events to work with families so our parents can practice using Conscious Discipline at home. **Stacey Roepke moved to accept the Director's Report, supported by Brandi Casto. 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 \$502,483.03; the YTD Actual Expenditures are \$1,614,717.87; YTD Encumbrance is \$0.00, and the Balance is \$1,313,498.13. 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 \$229,547.52; the YTD Actual Expenditures are \$801,622.89; YTD Encumbrance is \$0.00, and the Balance is \$457,560.11. 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 \$63,947.94; the YTD Actual Expenditures are \$299,174.37; YTD Encumbrance is \$5264.00, and the Balance is \$482,741.63. Spending on this grant is on target with our planned expenditures and projections.

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

C. COMMUNITY RELATIONS REPORT: Jerry Crittenden reported on the enrollment report. Parent meetings are going well. Family Fun events were well attended. We had 261 parents and kids attend our first event. **Zach Anderson moved to accept Community Relations report, supported by Stacey Roepke. Motion carried unanimously.**

- D. **AEOA BOARD MEETING UPCOMING MEETING DATES October 18, 2023.** Gabe reported that board re-elections took place. Jeff Kletcher, Chairperson and Rob Hietala, Board Rep to the Policy Council were re-elected. The board had financial training and award recognitions were presented. **Stacey Roepke moved to accept AEOA Board report, supported by Brandi Casto. Motion carried unanimously.**

VIII. **OLD BUSINESS:**

- E. **CACFP APPLICATION:** Gabe reported that our 2023-2024 application has been approved.
- F. **SCHOOL READINESS/CHILD OUTCOMES REPORTS:** Chris DeGroote highlighted areas of the school readiness reports for period 1 in EHS and Head Start. Areas of strength are physical development and health. Language and social emotional are areas that need extra help. Members are encouraged to read the whole report and bring back any questions.
- G. **PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

IX. **NEW BUSINESS**

- A. **NEW HIRES:** From our November Orientation 11/8/23.

NAME	1 ST	2 ND	APPROVED
Heather Nelson EHS Home Base Educator	Stacey Roepke	Ashley Minkkinen	Approved

- B. **FY 2024 FEDERAL FUNDING APPLICATION:** Tracy Sandnas presented the EHS and Head Start budget proposals to members. A discussion was held on a potential EHS Center Based program. Chris DeGroote presented the Training and Technical Assistance plans and budget for EHS and Head Start. The budgets and training plans were based on our Community Needs Assessment and our Strategic Plan. **Zach Anderson moved to accept 2024-2025 Federal Funding application, supported by Brandi Casto. Motion carried unanimously.**
- C. **STRATEGIC PLAN-PROGRAM & SCHOOL READINESS GOALS:** Gabe shared an overview of the strategic planning process and the program goals that were developed. Rob Hietala reported that being a part of the strategic planning process was a great learning experience on the EHS and Head Start program. Brandi Casto also shared that she experienced a good trusting group experience. We looked at our goals, mission, core values, and succession planning for the next 5 years.

- D. **COMMUNITY NEEDS ASSESSMENT:** Chris encouraged members to read through the complete assessment in each members packet. This was shared at the last Policy Council Meeting and It has a great deal of information and data regarding our program activities and progress over the past year.
- E. **POLICY COUNCIL MEETING SCHEDULE (New Policy Council Orientation NEXT MTG WEDNESDAY, February 7, 2024)** A survey will go out to members to see what time and day for future meetings works best.
- H. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Alecia Varani reported giving her contact information to the teacher to encourage discussions amongst parents and bring any concerns back to the Policy Council.
- I. **MISCELLANEOUS DISCUSSION:** A discussion was held on 4-day programming in Two Harbors.
- J. **ADJOURNMENT: Stacey Roepke moved to adjourn the meeting, supported by Zach Anderson. Motion carried unanimously.** The meeting was adjourned at 11:34 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Gabe Johnson , Director Arrowhead Head Start