

**BEAR RIVER HEAD START POLICY COUNCIL
2019-2020 Conference Call MEETING MINUTES
Policy Council Members**

Date of Meeting	August 20, 2020		
Time of meeting	Beginning Time: 5:32 p.m. Ending Time: 6:35 p.m.		
Location	Uberconference Call due to CDC, Governor and Health Dept. recommendations on COVID-19		
		Yes	No
	PHS Brigham Representative-		
	PHS Brigham Alternate-		
	PHS Tremonton Representative-		
	PHS Tremonton Alternate-		
	PHS Malad Representative- Shelby Hamilton		X
	PHS Malad Alternate- Stacey Clark	X	
	PHS Preston Representative- Cheryl Cortes		X
	PHS Preston Alternate- Nicole Thomas	X	
	PHS Richmond Representative- Nick DeMann	X	X
	PHS Richmond Alternate-Ashley Davis	X	
	PHS Smithfield Representative-		
	PHS Smithfield Alternate-		
	PHS Paris Representative-		
	PHS Paris Alternate-		
	PHS Hyrum Representative- Joanna Morgan	X	
	PHS Hyrum Alternate-		
	PHS Logan Representative- Kalista Leishman	X	
	PHS Logan Alternate- Benjamin McCulloch	X	
	PHS Hyde Park Representative- Carrie Evans	X	
	PHS Hyde Park Alternate-		
	EHS Box Elder Representative-		
	EHS Box Elder Alternate- Maura Gomez		X
	EHS Cache Representative- Lisa Robanske	X	
	EHS Cache Alternate-		
	EHS Nest/Koop Representative- Michelle Perez		X
	EHS Nest/Koop Alternate- Susan Reid		X
	EHS Idaho Representative-		
	EHS Idaho Alternate-		
	EHS Fishpond Representative-		
	EHS Fishpond Alternate-		
Community	Megan Kunzler	X	

6. Vote on Transfer Request of Zinthia Cornejo from Teacher Assistant to Hyde Park Receptionist.		
Zinthia has been working as a Teacher Assistant in the Smithfield center. She is requesting a transfer to be a receptionist at the Hyde Park center. She has many years' experience as a receptionist. She said that she is excited to do it and that it's a good change for her.		
Motion to approve Transfer Request of Zinthia Cornejo from Teacher Assistant to Hyde Park Receptionist.		
Motion: Carrie E.	Seconded: Nick D.	Approval: Yes

7. Vote on Transfer Request of Annalise Netzley from Teacher Assistant to Child Development Assistant.		
Annalise is currently a Teacher Assistant at the Hyrum center. She is requesting a transfer to be a Child Development Assistant and help with an online virtual class.		
Motion to approve Transfer Request of Annalise Netzley from Teacher Assistant to Child Development Assistant.		
Motion: Nick D.	Seconded: Joanna M.	Approval: Yes

8. Vote on Transfer Request of Leisl Barrett from EHS Janitor/Cook to EHS Family Advocate.		
Leisl has worked on and off for Bear River Head Start for the past 5 years in different settings. She has a degree from Utah State University in Family Consumer Human Development. She said that she really enjoys working with the families of Bear River Head Start and looks forward to doing it again.		
Motion to approve Transfer Request of Leisl Barrett from EHS Janitor/Cook to EHS Family Advocate.		
Motion: Nick D.	Seconded: Carrie E.	Approval: Yes

9. Vote on Transfer Request of Marianne Lorz from Family Advocate to Health Specialist.		
Marianne has worked for Bear River Head Start as a Family Educator, as a Teacher, and as a Family Advocate. She said that she's loved working for Bear River Head Start in every position and is now asking to request to transfer to the Health Specialist. She said that she's looking forward to trying something new and learning this new position. She received her Degree from Utah State University. She also said that she thinks that Bear River Head Start is a wonderful agency and she loves working for them.		
Motion to approve Transfer Request of Marianne Lorz from Family Advocate to Health Specialist.		
Motion: Nick D.	Seconded: Lisa R.	Approval: Yes

10. Vote on Transfer request of Terrah Smith from EHS Family Development Manager to ERSEA Coordinator.		
Terrah has been with Baer River Head Start for 10 years. She started out as a Teacher at the Nest & Koop. She said that she loved that experience and has most recently been working with the Family Development team as a Family Development Manager. She has been supervising Family Advocates in Early Head Start. She oversees transition paperwork, applications and collecting income for children transitioning from Early Head Start to the Preschool Head Start. She said that she has a good background for ERSEA and that she's aware there's going to be a lot more to learn. She is requesting a transfer to the ERSEA Coordinator.		
Motion to approve Transfer request of Terrah Smith from EHS Family Development Manager to ERSEA Coordinator.		
Motion: Carrie E.	Seconded: Nick D.	Approval: Yes

11. Vote on Transfer Request of Stephanie Parker from ERSEA Coordinator to PHS Mentor Coach.		
Stephanie is requesting a transfer from the ERSEA Coordinator to the Preschool Head Start Mentor Coach. She has worked for Bear River Head Start for 11 years she started out as a classroom Teacher. She has been a Parent Involvement Specialist with the Family Advocates and has been the ERSEA Coordinator for the last two years. She said that she's looking forward to spending a little bit more quality time with her little grandchildren. She said she is looking forward to getting back into the classroom in a different capacity then as a Teacher.		
Motion to approve Transfer Request of Stephanie Parker from ERSEA Coordinator to PHS Mentor Coach.		
Motion: Nick D.	Seconded: Lisa R.	Approval: Yes

12. PIR Data Year Over Year Look.		
ReNae Torbenson is the Data Coordinator explained that the PIR stands for the Program Information Report. It's a report that we send to the Office of Head Start every year and its aggregated data on program children, families, and staff. This year that requirement was waived because of Covid-19. We have all of this data from years past that shows trends. ReNae put together data graphs to show data from those reports. A couple of interesting points that showed in our data is that families are tending to stay enrolled longer in our program. That gives us the opportunity to provide more services and deeper interventions. Our total cumulative enrollment has been down which is a good thing because it shows that we are spending more time working with these families. Another strength is that all of our staff are significantly getting fathers more involved in BRHS whether it's home visits or parent/teacher conferences and other activities. One area we could focus on is recruiting more pregnant women. We tend to recruit them but they tend to deliver their babies before their enrolled. Our numbers of enrolled pregnant women could be a little higher and we can focus on that and collect more data.		

13. Vote on Exclusion Policy.		
<p>Kami Christensen the Health & Wellness Coordinator explained the changes to the Exclusion policy. The isolation and quarantine guidelines for the State plan that was implemented for school districts was clarified. If a child is in contact with someone in their home that tests positive or they themselves test positive they will do a 14 day isolation. For children that were in close contact with them at school will do a 14 day quarantine. Those are the things that were added to our exclusion policy. We took out the modified quarantine information that was in there previously and clarified the isolation and quarantine protocol that we'll be using. On our www.brheadstart.org website we have a Covid-19 tab at the top of the page and it includes the parent letters, updates on what we're doing, the pick-up and drop-off, and the exclusion policy. There will also be some videos uploaded that will explain things more clearly because things are always changing and it can be a bit confusing.</p> <p>As COVID-19 guidelines change We follow the Health Department, CDC, Governor, and School District recommendations. The Exclusion policy was updated to include the following:</p> <p>COVID-19 Isolation vs Quarantine Staff and children who test positive or live in the household with someone who tested positive for COVID-19 will follow the direction of the Health Department in their area. They will be excluded from participating in classroom activities and will transition to "Center at Home" services until the period of isolation is complete and it is safe for them to return to Head Start facilities. Staff and children who are exposed to COVID-19 positive person, will work with the program Point Of Contact and local health department to quarantine at home for a period of 14 days.</p> <p>We have added a COVID-19 tab to our website for parents to receive the most up to date information in regard to the recommended guidelines.</p>		
Motion to approve Exclusion Policy.		
Motion: Nick D.	Seconded: Joanna M.	Approval: Yes

14. Vote on Job Descriptions.		
<p>Kristi Simper the Fiscal Coordinator went over the annual training on Bear River Head Start job descriptions. Each position at Bear River Head Start has a matching job description and it explains the chain of supervision, the key functions, responsibilities, and qualifications. Upon hire employees sign the job description. Job descriptions are updated annually. Each program Coordinator reviews their team's job descriptions and makes sure they are up-to-date and that all staff sign them annually.</p> <p>Policy Council will vote on the update of the job descriptions. They were emailed to you in your packet that included an executive summary. On the executive summary we list any job descriptions that were created during the year and any that were significantly changed. The job descriptions that were created were the Data Coordinator, the Hyde Park Janitor, the Virtual Teacher, and the Mental Health Specialist.</p>		
Motion to approve Job Descriptions.		
Motion: Nick D.	Seconded: Joanna M.	Approval: Yes

15. Policy Council has received a copy of the Staff & Parent Surveys and has had an opportunity to review them.		
Staff and Parent Surveys were sent to all Policy Council members for review.		

16. Vote on Bear River Head Start Self –Assessment.		
<p>We have conducted a self-assessment and developed a program improvement plan to address any findings or needs that rise from the self-assessment In the executive summary it states: Every year we go through this process where we're collecting data. At the end of each year we take our data and look at it and decide what needs to be changed and what we need to do for the future. We receive surveys back from parents and staff, PIR, child outcomes, family outcomes etc. Each one of our program options develop individual goals for their program piece. These goals indicate the strategies for implementing the needs, predicted outcomes, and detail for tracking and documentation. We take those goals and they develop a plan for what they're going to do for the next 12 month period of time. They develop training plans with the goals. Some of the trainings cost money and some are free. We utilize community partners, USU, and other experts around. The next step you will see next month is to develop a set of goals for the entire program. The ones you're looking at now are individual goals for every program option. Along with their program improvement and training and technical assistance. Next month you will also see the information for our community assessment and the new continuation grant that will be submitted.</p>		
Motion to approve Bear River Head Start Self –Assessment.		
Motion: Nick D.	Seconded: Carrie E.	Approval: Yes

17. Vote on Bear River Head Start Program Improvement Report.		
<p>We have conducted a self-assessment and developed a program improvement plan to address any findings or needs that arise from the self-assessment. Data was gathered over the last 12 months and short term goals were developed for all program areas and options. These goals indicate the strategies for implementing the needs, predicted outcomes, and detail for tracking and documentation.</p>		
Motion to approve Bear River Head Start Program Improvement Report.		
Motion: Nick D.	Seconded: Carrie E.	Approval: Yes

18. Vote to approve Bear River Head Start Family and Child Outcomes.		
<p>Outcomes are done 3 times a year. The outcomes show us the growth of each Child and Family. They help us identify strengths and weaknesses. Outcomes give us feedback as to where we can improve when giving services. "It's mandated". With data from our Outcomes we set goals, develop and implement plans. We rely on data to assess how well BRHS is providing quality services for children and families, and areas where we can improve and where more training is needed.</p>		
Motion to approve Bear River Head Start Family Outcomes and Child Outcomes.		
Motion: Nick D.	Seconded: Carrie E.	Approval: Yes

19. Vote on Bear River Head Start Short Term Goals.		
Data was gathered over the last 12 months and short term goals were developed for all program areas and options.		
Motion to approve Bear River Head Start Short Term Goals.		
Motion: Nick D.	Seconded: Carrie E.	Approval: Yes

20. Vote on Bear River Head Start Long Term Goals.		
Data was gathered over the last 12 months and Long term goals were developed for all program areas and options.		
Motion to approve Bear River Head Start Long Term Goals.		
Motion: Nick D.	Seconded: Carrie E.	Approval: Yes

21. Vote on Bear River Head Start Strategic Planning.		
After data is compiled we look at our strengths and weakness and start strategic planning. We look at how we can continue to increase our strengths and how we can improve on weakness findings. We look at what trainings can be implemented etc.		
Motion to approve Bear River Head Start Strategic Planning.		
Motion: Joanna M.	Seconded: Carrie E.	Approval: Yes

22. Vote on July 16, 2020 Meeting Minutes.		
There was nothing to address with Policy Council July 16, 2020 meeting minutes. Meeting minutes were approved.		
Motion to approve July 16, 2020 Policy Council Meeting Minutes.		
Motion: Nick D.	Seconded: Joanna M.	Approval: Yes

23. Vote on July 29, 2020 Interim Meeting Minutes.		
There was nothing to address with Policy Council July 29, 2020 interim meeting minutes. Meeting minutes were approved.		
Motion to approve July 29, 2020 Interim Meeting Minutes.		
Motion: Carrie E.	Seconded: Nick D.	Approval: Yes

24. Vote on August 5, 2020 Interim Meeting Minutes.		
There was nothing to address with Policy Council August 5, 2020 interim meeting minutes. Meeting minutes were approved.		
Motion to approve August 5, 2020 Interim Meeting Minutes.		
Motion: Carrie E.	Seconded: Joanna M.	Approval: Yes

25. Budget Report: Kristi Simper: Fiscal Coordinator		
<ul style="list-style-type: none"> • The 2020-2021 fiscal year is 50% complete as of 07/31/2020. • We send out monthly budget report to all Coordinators who watch their budget closely. • All staff are currently doing Pre-Service. This is when we send out job descriptions, trainings etc. • A 2% COLA increase will be implemented on 9/23/2020 and will include the retroactive adjustments. • ECP grant ended 7/31/2020. We keep it open for a little while to make sure we catch all the expenses coming in. 		

26. Board Report: Board did not have a meeting in July.		
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27. Program Report:		
<ul style="list-style-type: none"> • We started extended day-so far so good! Children enrolled in Extended Day classes began service on August 10, 2020. These children are offered more hours of service and a longer school year. 180 days per year, or 1,020 hours per year. Longer hours help support families working or attending school, while providing a safe learning environment for their child. • Part -Day begins the end of August. Part-Day children and families still prefer Part-Day or Home-Based services. Part-Day classes are set up as 4 hours per day, 4 days a week for 9 months per year. • Both Part-Day and Extended day offer high quality education for the children enrolled. • With Covid-19 we have seen an increase in families enrolling in our Home-Based services. These services have been conducted outside as the weather gets colder they will be doing virtual visits or have families come into one of our centers and meet there. • All of our Early Head Start Centers-Based classes are full day and full year. • We have developed a Health and Safety protocol for all of our program options and services. We have all our health and safety protocols in place as well as policies and procedures. We follow the state, health department and local school district guidance. We have a sanitizer cabinet, spray sanitizer's, extra staff to sanitize every day, thermometers, and masks etc. The plan will be this; if a classroom needs to go in quarantine etc. This year we want to make sure that all children get all of their educational experiences they 		

deserve and not miss any opportunities. If they do go to what we call center-at-home they would do virtual classes and the teachers are going to work with them. We are going to make it fun. It won't be the same as being in the center but it will be enjoyable and we will keep them together and make it a great thing.

- We have added a blog to our website that will be updated as protocols or changes occur.
- We are still recruiting. If you know anyone who would like to sign up for Preschool Head Start or Early Head Start please have them go online and fill out an application or call the office and somebody can help them.

28. Community Report:

- Schools have been starting around the state.

29. Policy Council Concerns:

Q: At the Hyde Park Center is there a way that we can do pick-up or drop-off so that it's a little more organized? There are cars are backing up, pulling forward all at the same time. One option suggested was to have child's name on the car window. A teacher sees the name and uses a walkie-talkie to inform the teacher inside to release the child to the caregiver.

Steph W. Center-Based Coordinator: We can get someone out there to monitor the traffic at Hyde Park. We will address those concerns.

Q: At Hyrum the parents at Lincoln Elementary are not pulling into the line they are pulling into our parking spots. Pick-up for those parents is at the same times as our pick-ups times. We only have about 5 parking spots that are even available for Bear River Head Start parents. They are getting filled up by Lincoln Elementary parents. Is there something we can do to encourage parents to wear masks because a lot of them aren't and they are crowding each other in line to take temperatures and sign in.

Steph W. We will work on the parking lot situation and have teachers encourage social distancing and to follow the Governors mandate to wear masks.

30. Calendar review: Refer to attached calendar. Reviewed upcoming screening dates for children in all areas.

31. If any Policy Council Members are interested in serving next year as a parent of an enrolled child or a community member please let me know. You will need to be elected and approved.

32. Vote to adjourn Policy Council Meeting.

Meeting was voted to adjourn. No further information to address.

Motion to approve adjourning Policy Council Meeting.

Motion: Nick D.

Seconded: Joanna M.

Approval: Yes

Next PC Meeting will be on Thursday September 17, 2020 @ 5:30 location to be determined

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Screenings Preston, Brigham, Paris	2	3	4	5
6	7 <div style="border: 1px solid black; padding: 5px; text-align: center;">Labor Day All Staff Off</div>	8 EHS New Classes Start PHS Part Day Open house	9 PHS Part Day First Day of Class	10	11	12
13	14	<div style="border: 1px solid black; padding: 5px; text-align: center;">Budget Meeting</div>	16	<div style="border: 1px solid black; padding: 5px; text-align: center;">Policy Council</div>	18	19
20	21	22 Parent Meeting with Policy Council Elections 5:00 Malad 5:30 Cache HB County/Smithfield, Hyrum, Nest & Koop/ Fishpond, Logan Center 6:30 Preston/Richmond and Idaho EHS/PHS/HB 7:30 Brigham, Tremonton and PHS/EHS HB <div style="border: 1px solid black; padding: 5px; text-align: center;">Board Meeting</div>	23	24	25	26
27	28	29	30			