

**BEAR RIVER HEAD START POLICY COUNCIL**

**2019-2020 Conference Call MEETING MINUTES**

**Policy Council Members**

<b>Date of Meeting</b>	July 16, 2020		
<b>Time of meeting</b>	Beginning Time: 5:30 p.m. Ending Time: 6:15 p.m.		
<b>Location</b>	<b>Uberconference Call due to CDC, Governor and Health Dept. recommendations on COVID-19</b>		
		Yes	No
	PHS Brigham Representative-		
	PHS Brigham Alternate-		
	PHS Tremonton Representative-		
	PHS Tremonton Alternate-		
	PHS Malad Representative- <b>Shelby Hamilton</b>		X
	PHS Malad Alternate- Stacey Clark		X
	PHS Preston Representative- <b>Cheryl Cortes</b>	X	
	PHS Preston Alternate- Nicole Thomas		X
	PHS Richmond Representative- <b>Nick DeMann</b>	X	
	PHS Richmond Alternate-Ashley Davis	X	
	PHS Smithfield Representative-		
	PHS Smithfield Alternate-		
	PHS Paris Representative-		
	PHS Paris Alternate-		
	PHS Hyrum Representative- <b>Joanna Morgan</b>	X	
	PHS Hyrum Alternate-		
	PHS Logan Representative- <b>Kalista Leishman</b>	X	
	PHS Logan Alternate- Benjamin McCulloch	X	
	PHS Hyde Park Representative- <b>Carrie Evans</b>	X	

	PHS Hyde Park Alternate-		
	EHS Box Elder Representative-		
	EHS Box Elder Alternate- <b>Maura Gomez</b>		
	EHS Cache Representative- <b>Lisa Robanske</b>	X	
	EHS Cache Alternate-		
	EHS Nest/Koop Representative- <b>Michelle Perez</b>		X
	EHS Nest/Koop Alternate- Susan Reid		X
	EHS Idaho Representative-		
	EHS Idaho Alternate-		
	EHS Fishpond Representative-		
	EHS Fishpond Alternate- <b>Crystal McDonald</b>		X
Community	Megan Kunzler		X

	<b>Bear River Head Start Staff</b>	Yes	No
	Director – Sarah Thurgood	X	
	Family Development Coordinator – Kristie Curtis	X	
	Policy Council Specialist – Sareena Price	X	
Board Rep			

**Needed for a Quorum: 6**  
**Voting Members who attended the meeting: 6**  
**Parent Representatives: 8**  
**Community Representatives:**  
**Board Members: 0**  
**Do we have a Quorum? Yes**

Benjamin McCulloch Policy Council Chairperson conducted the meeting.

Kristie Curtis Family Development Coordinator facilitated the Policy Council meeting.

Coordinators available to answer any questions: Stephanie Wood

1. Vote on Hire Request of Tyler Evans as EHS Family Advocate.		
Tyler has a Bachelor’s Degree in FCHD and a certification in CFLE Certified Family Life Educator. He is requesting to be hired as an EHS Family Advocate.		
Motion to approve Hire Request of Tyler Evans as EHS Family Advocate.		
Motion: Lisa R.	Seconded: Ashley D.	Approval: Yes

2. Vote on Hire Request of Chet Olsen as Full time Maintenance Position.		
Chet has 10 years' experience in construction and maintenance.		
Motion to approve Hire Request of Chet Olsen as Full time Maintenance Position.		
Motion: Ashley D.	Seconded: Joanna M.	Approval: Yes

3. Vote on Hire Request of McQuade Allen as On-Call Maintenance Position.		
McQuade has experience in construction and maintenance. He is currently a Deputy at the Cache County Sheriff's office. Disclosed he is married to Mandi Buttars.		
Motion to approve Hire Request of McQuade Allen as On-Call Maintenance Position.		
Motion: Ashley D.	Seconded: Kalista L.	Approval: Yes

4. Transfer Request of Cassie Peterson from EHS Teacher to EHS Center-based Manager.		
Cassie has been a Teacher for 6 years at Head Start. She is requesting a transfer to EHS Center-based Manager.		
Motion to approve Transfer Request of Cassie Peterson from EHS Teacher to EHS Center-based Manager.		
Motion: Carrie E.	Seconded: Lisa R.	Approval: Yes

5. Transfer Request of Melinda Scott from Pond Teacher to Nest/Koop Teacher.		
Melinda has been a Teacher for a year and a half at the Fishpond center she is requesting a transfer to Nest/Koop Teacher.		
Motion to approve Transfer Request of Melinda Scott from Pond Teacher to Nest/Koop Teacher.		
Motion: Joanna M.	Seconded: Lisa R.	Approval: Yes

6. 990 tax return information was sent to Policy Council for review as this falls under Board responsibilities.		
Kristi Simper the Fiscal Coordinator explained that the packet is informational only. A copy was sent out in the Policy Council packet for review. Policy Council had no questions.		

7. Vote on June 18, 2020 Meeting Minutes.		
There was nothing to address with Policy Council interim meeting minutes.		
Motion to approve June 18, 2020 Interim Meeting Minutes.		
Motion: Ashley D.	Seconded: Carrie E.	Approval: Yes

8. Budget Report:		
<ul style="list-style-type: none"> <li>2020-2021 fiscal year is 42% complete as of (06/30/20). Monthly budget reports have been sent. Please see the Fiscal Office with any budget questions. Budget numbers are lower than normal for this time of year, because of COVID-19. We anticipate a spend-down and will plan early to spend those fund.</li> <li>The TANF grant was fully expended and ended on (06/30/20). The new TANF grant year began (07/01/20). We have 13 TANF slots for the upcoming year rather than the 16 TANF slots that we had last year. We do have to submit and changes in the service areas or selection criteria within 30 days of the beginning of the contract year, which would be by July 31. We will email Bill Foxcroft (IHSA) to see if we could set-up all three classrooms as TANF</li> </ul>		

sites and enroll as needed between all three sites. We will also ask if we could serve a TANF child with our home-based option. During the Coordinator's Meeting we heard back from Bill: TANF child can be served either in center-based or home-based options. We can also serve TANF children at all 3 classrooms in Idaho. Kristie Curtis will submit the changes in writing to Bill Foxcroft.

- The ECP grant year will end on (07/31/20).
- We discussed the status of the ECP spend-down.
- Even though we've been approved for an ECP in-kind waiver, please make sure that all ECP in-kind is getting turned into the Fiscal Office for processing. A small amount of money will be spent down. The larger items included will be: a sanitizing cabinet and playground tiles.
- We discussed the status of the Richmond Classroom facility, including the improvements to the classroom and the status of the one-time funding request. Fence and Mold Removal projects are on time and should be completed shortly. The one-time funding request is at the Regional Office and we are waiting for approval.
- We discussed the status of the re-opening of the EHS Centers. EHS Centers are re-opened and following all health and safety guidelines. Not every child is attending. The Nest/Koop has been at about 70% attendance and The Pond has been about 50% attendance. We will discuss the status of the PHS Summer Session Classes. PHS Summer Session classes are in session and things are going well. We are following all health and safety guidelines. The turnout has been good. Attendance codes have been added to Child Plus for COVID-19 reasons.
- We discussed the current status of enrollment numbers for the school year 2020-21. An enrollment meeting is scheduled for tomorrow, enrollment is looking good, from the last enrollment report: we have 41 (PHS) extended day slots to fill and 93 (PHS) part day spots to fill. Paris and Box Elder Part Day are 2 places that will require some more effort to fill. Recruitment in all areas is important, but an emphasis will be put on recruiting in these areas.
- Any other Budget Committee questions or concerns: Hotspot use was discussed. We are looking into options available.

9. Board Report: Board went over similar things that the Policy Council has reviewed. Tax return 990 was reviewed last month. Board is happy with the way things are going.

• Program Report:

- The Office of Head Start has been providing CAMP webinar sessions every Wednesday. The web cast is for all grantees to come together and get guidance and ask questions pertaining to their program needs. It's been very informative.
- Policy Council received a copy of the Governance and HR Training.
- Policy Council received a copy of the Office of Head Start's Summer CAMP webinar slides for session's 1 through 3, Virtual Center Based Services, and Center Level Status Report due to COVID-19.
- There are several areas that need to be discussed and how they will be implemented.
- As COVID-19 is still in place the Office of Head Start wants programs to continue forward. All Grantees need to have a plan in place of how services are going to continue to have kids come back to the centers with a back-up plan if that can't happen. We need to look at what procedures are in place. All Center-based children can choose to have virtual sessions however; we will be setting a higher standard of teaching. We want to make sure we are providing good educational experiences for each child. A teacher will meet with the children once a day at the time that is convenient for parent(s) and child. If kids are going to stay at home, we want to make sure our services are purposeful and individualized. Teachers will follow-up with children using HATCH, it's an IPAD learning program that is tied to the assessment for each child.
- If someone gets sick and the enrolled child has to stay home we want to continue education. The enrolled child's education is top priority. Moving forward we want quality

education. We will be hiring teachers that can do virtual education. We are wanting high quality education that can be provided along with packets.

- Programs have to figure out how to do things. We want to cover all of our bases and make sure the instruction is really good for the kids.
- We want to keep you as Policy Council Members informed, we want you to know that your child is going to have a quality experience.
- The protocols we have in place seem to be working well! We're opening slowly, if we need to pull back we will. We're following safety guidelines.
- We have received COVID funding. We are getting sanitization electrostatic sprayers that are FDA approved and will be used to sanitize multiple times a day. We will hire more virtual teachers. Will use the COVID funds in the best possible way we can.
- Staff will communicate with families and find out if they'd like to have their child start at the center or at center-at-home. We want to work with parents and find out when and if their child is ready to go to the center. They are not obligated to go to the center if they don't want to, they can choose center-at-home and have virtual visits.

11. Community Report:

- Divvy up sale Cache Event Center 7/17/2020 from 9:00-7:00 and Saturday 7/18/2020 8:00-2:00 (Saturday is half off)

12. Policy Council Concerns: No concerns to address.

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

14. Vote to adjourn Policy Council Meeting.

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

Motion to approve adjourning Policy Council Meeting.

Motion: Ashley D.

Seconded: Joanna M.

Approval: Yes

Next PC Meeting will be on Thursday Aug 20, 2020 @ 5:30 location to be determined

# August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Screenings for Extended Day Hyde Park, Smithfield and Richmond	4 Screenings for Extended Day Tremonton, Hyrum, Brigham	5	6	7	8
9	10 PHS Extended Day Classes start	11	12	13	14	15
16	17	18 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Budget Meeting</div>	19	20 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Policy Council</div>	21	22
23	24	25 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Board Meeting</div>	26	27	28	29
30	31 Screenings for Part Day Logan, Malad, Hyde Park	1 Screenings for Part Day Preston, Paris, Brigham				