

Chairperson Signature _____

Date _____

BEAR RIVER HEAD START POLICY COUNCIL 2022-2023 Interim Meeting Minutes

Date: Tuesday, January 10, 2023	Start Time: 7:04PM End Time: 7:16PM	Location: Dialpad Meetings: 1-888-602-7505	
2022-2023 Policy Council Members' Attendance		YES	NO
David Stone*	Brigham Representative	X	
Laura Bernsdorff*	Brigham Alternate		X
Melanie Wells* (Treasurer)	Tremonton Representative	X	
	Tremonton Alternate		
Mckenzie Jess*	Hyde Park Representative		X
Amy Gyllenskog*	Hyde Park Alternate	X	
Carlos Calbimonte* (Utah HSAC)	Logan Representative		E
Seanna Elam*	Logan Alternate	X	
Laura Vogel*	Hyrum Representative		E
Latai Kofoa*	Hyrum Alternate		X
Zhansaya Abdikairan*	Smithfield Representative	X	
Kassandra Cole*	Smithfield Alternate		X
Timothy Moore*	Richmond Representative		X
Traci Godfrey*	Richmond Alternate	X	
Stacey Clark* (Vice Chair & Idaho HSAC)	Malad Representative	X	
Janice Fritz*	Malad Alternate		E
Jerrie Pugmire* (Chair)	Paris Representative	X	
Brittan Johnson*	Paris Alternate		E
Kristin Fellows*	Preston Representative	X	
Samantha Ryder*	Preston Alternate	X	
Michelle Farfan	Nest/Koop Representative		X
Marta Rodriguez*	Nest/Koop Alternate		E
Cameron Miller*	Fishpond Representative		X
Joanna Morgan*	Fishpond Alternate		E
	Board Representative		
Anna Herrera*	Community Representative		X
Justin Nuñez*	Community Representative	X	

*Trained Policy Council Members

Members needed for a Quorum: 8	
Number of Voting Members who attended the meeting: 9	Number of Non-Voting Members who attended the meeting (includes the Policy Council Chairperson): 2
Do we have a Quorum?	
Meeting Called to Order By: Jerrie Pugmire (Policy Council Chairperson) Meeting Facilitated By: Terrah Smith (Board/Policy Council Specialist) Additional Staff in Attendance: Kristie Curtis, Kim Evans, Kaycey Petersen, Steph Wood	

1. Vote to approve the hire request of Ashlyn Birchell as a PHS Brigham City Extended-

Day Teacher – Steph Wood		
Ashlyn is from Vernal, Utah. She just graduated from Utah State University with a dual major in Early Childhood and Elementary Education. She has had a lot of different experiences working in different preschools. Ashlyn worked on campus at the Child Development Lab and in a preschool for students with Autism. She just finished up her student teaching in a kindergarten classroom. Ashlyn has loved all of her experiences watching children learn and grow and is excited for this new opportunity to continue to do that.		
Motion to approve the hire request of Ashlyn Birchell as a PHS Brigham City Extended-Day Teacher		
Motion: Melanie Wells	Seconded: Justin Nuñez	Approved: Yes

2. Vote to approve the hire request of Alison Ramirez as the PHS Paris Classroom Assistant – Steph Wood		
Alison is requesting to be hired as the Classroom Assistant in the Paris, Idaho location. She has taken child development courses as well as volunteered at the after school programs at the local elementary schools. Alison is relocating from Utah to Idaho. She has children of her own ranging in age from newborn to 14 years and has experience with children in that capacity. Alison loves seeing kids learn and grow and being part of that with them. She loves showing them the world and how fun it can be.		
Motion to approve the hire request of Alison Ramirez as the PHS Paris Classroom Assistant		
Motion: Justin Nuñez	Seconded: Amy Gyllenskog	Approved: Yes

3. Vote to approve the transfer request of Madeline Nicholas from the PHS Hyrum Classroom Assistant to an On-Call Teacher Assistant – Steph Wood		
Madeline is currently a student at Utah State University majoring in Elementary Education. She is in her second-to-last semester so she is requesting a transfer to be on-call to make it easier for her to attend her classes. Madeline was hired as a Teacher Assistant in the paid internship position in September 2022 and then transferred to the Classroom Assistant at the Hyrum location around the end of October.		
Motion to approve the transfer request of Madeline Nicholas from the PHS Hyrum Classroom Assistant to an On-Call Teacher Assistant		
Motion: David Stone	Seconded: Amy Gyllenskog	Approved: Yes

4. Vote to approve the transfer request of Denise Ayala from ERSEA Assistant to ERSEA Manager – Kristie Curtis		
Denise has five kids and all five of them have attended Head Start. She has been a part of Head Start since her oldest, who is 15, was 2 years old; about 13 years now. Denise has worked for Head Start for 9 years since 2013. She has been an ERSEA Assistant, ERSEA Specialist and filled in for the ERSEA Coordinator when she went on maternity leave. It's something that she really loves and feels like it's a great program because it helps so many families that are in such high need. It feels great to be able to call families that are in high need situations to tell them that their child has been accepted into the program. It's such a cool feeling to let them know they are able to attend and can get other help and resources from us. Denise also coaches state soccer for a U13 boys' soccer team. She has a lot of experience with children and families.		
Motion to approve the transfer request of Denise Ayala from ERSEA Assistant to ERSEA Manager		
Motion: David Stone	Seconded: Zhansaya Abdikairan	Approved: Yes

5. Information Only: Vicki Seigfried will be transferring from a PHS Brigham City Extended-Day Teacher to a PHS Logan Part-Day Teacher. This is coming to Policy Council as information only as this will not change her job description – Steph Wood

Vicki has requested a transfer to come from Brigham City to the Logan Center and be a part-day teacher. She moved to Hyrum so this Logan location is closer to her. When a spot came open, she requested to transfer to be closer to home and won't need to drive over the mountain.

6. Information Only: Julissa Rodriguez will be transferring from the PHS Soar Teacher Assistant to a Teacher Assistant for all locations. This is coming to Policy Council as information only as this will not change her job description – Steph Wood

Julissa and Jayden are requesting to transfer and will be swapping spots. We are transferring Jayden into the Soar class and having Julissa be a quality Teacher Assistant which means she will be moving around. We are hoping to use Julissa in some of our classes that have more predominantly Spanish-speaking children to talk and help with them and use her Spanish-speaking skills in many classes instead of just one.

7. Information Only: Jayden Alder will be transferring from a Teacher Assistant for all locations to the PHS Soar Teacher Assistant. This is coming to Policy Council as information only as this will not change her job description – Steph Wood

See the information listed for agenda item 6.

8. Vote to adjourn the January 10, 2023 Interim Policy Council Meeting – Jerrie Pugmire

With no other business to conduct, the January 10, 2023 Interim Policy Council Meeting was adjourned at 7:16pm.

Motion to adjourn the January 10, 2023 Interim Policy Council Meeting

Motion: Melanie Wells

Seconded: Justin Nuñez

Approved: Yes

Chairperson Signature _____

Date _____

BEAR RIVER HEAD START POLICY COUNCIL 2022-2023 Meeting Minutes

Date: Thursday, January 19, 2023	Start Time: 7:00PM End Time: 8:19PM	Location: Dialpad Meetings: 1-888-602-7505	
2022-2023 Policy Council Members' Attendance		YES	NO
David Stone*	Brigham Representative		E
Laura Bernsdorff*	Brigham Alternate		E
Melanie Wells* (Treasurer)	Tremonton Representative	X	
	Tremonton Alternate		
Mckenzie Jess*	Hyde Park Representative		X
Amy Gyllenskog*	Hyde Park Alternate	X	
Carlos Calbimonte* (Utah HSAC)	Logan Representative	X	
Seanna Elam*	Logan Alternate		X
Laura Vogel*	Hyrum Representative	X	
Latai Kofoa*	Hyrum Alternate		X
Zhansaya Abdikairan*	Smithfield Representative	X	
Kassandra Cole*	Smithfield Alternate		X
Timothy Moore*	Richmond Representative	X	
Traci Godfrey*	Richmond Alternate	X	
Stacey Clark* (Vice Chair & Idaho HSAC)	Malad Representative	X	
Janice Fritz*	Malad Alternate	X	
Jerrie Pugmire* (Chair)	Paris Representative	X	
Brittan Johnson	Paris Alternate	X	
Kristin Fellows*	Preston Representative	X	
Samantha Ryder*	Preston Alternate		X
Michelle Farfan	Nest/Koop Representative	X	
	Nest/Koop Alternate		
Cameron Miller*	Fishpond Representative		E
Joanna Morgan*	Fishpond Alternate		E
Suzie Yeates	Board Representative	X	
Anna Herrera*	Community Representative		E
Justin Nuñez*	Community Representative		E

*Trained Policy Council Members

Members needed for a Quorum: 8	
Number of Voting Members who attended the meeting: 11	Number of Non-Voting Members who attended the meeting: 3
Do we have a Quorum? YES	
Meeting Called to Order By: Jerrie Pugmire (Policy Council Chairperson) Meeting Facilitated By: Terrah Smith (Board/Policy Council Specialist) Additional Staff in Attendance: Sarah Thurgood, Kristie Curtis, Kristi Simper, Cherie Pierce, Steph Wood	

1. Vote to approve the transfer request of Teresa Burnside from HR Specialist to Health

Specialist – Rachel Cook
Per Policy Transfer 205

The Program may, at its discretion, initiate or approve employee job transfers from one job to another or from one location to another. This text supports information contained in the Program Transfer Policy.

1) The Program may initiate a transfer by requiring an employee to make either a temporary or long-term job transfer in order to accommodate the organization's business needs.

Teresa has been employed with Bear River Head Start for almost 2 years now. She has enjoyed the many learning opportunities she's had while working in the Fiscal Office. Teresa is excited to take on this new opportunity for learning and growth that Bear River Head Start has to offer.

Motion to approve the transfer request of Teresa Burnside from HR Specialist to Health Specialist

Motion: Brittan Johnson

Seconded: Melanie Wells

Approved: Yes

2. Vote to approve the Bear River Head Start Employee Policies & Drug and Alcohol Policy – Sarah Thurgood

All of these policies are required by Performance Standards, our employee requirements and the Fair Labor Standards Act. They were developed and went to our legal counsel for review to make sure they fall within legal requirements. They are all available on our website and as part of our LMS training system. We do not change them year-to-year unless something changes within state or federal law. There have been no changes to these policies since their last approval. Employee Policies are very important so staff know what is expected of them. If someone has a question, we encourage them to review the policies first and then discuss with their supervisor or management team member if they need more information. Staff are trained on these policies as part of their initial training process upon hire before they begin acting in their job duties. Any time a review is needed, they are always available on the LMS and our website. Parents of enrolled children can review these policies in the parent section of our website and staff can review them in the employee portion of the website.

Motion to approve the Bear River Head Start Employee Policies & Drug and Alcohol Policy

Motion: Brittan Johnson

Seconded: Melanie Wells

Approved: Yes

3. Vote to approve the Bear River Head Start Operational Procedures, Sexual Harassment Policy, Corporal Punishment Policy & Drug-Free Workplace Agreement – Sarah Thurgood

See the information listed under item number 2.

Motion to approve

Motion: Amy Gyllenskog

Seconded: Timothy Moore

Approved: Yes

4. Vote to approve the Bear River Head Start Fiscal Policies & Procedures – Kristi Simper

The Fiscal Policies and Procedures are much like the previous policies discussed by Sarah, the Employee Policies and Operational Procedures. These are specific to the Fiscal Office and how we maintain fiscal duties such as payroll, accounts payable, etc. There were no changes made to these policies since their last approval.

Motion to approve the Bear River Head Start Fiscal Policies & Procedures

Motion: Melanie Wells

Seconded: Brittan Johnson

Approved: Yes

5. Vote to approve the Bear River Head Start Registered Sex Offenders Policy – Sarah Thurgood
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Every year we check the Registered Sex Offender Registry to ensure our enrolled children are kept safe when on our premises. This policy has not changed since its last approval.

Motion to approve the Bear River Head Start Registered Sex Offenders Policy
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Motion: Brittan Johnson

Seconded: Michelle Farfan

Approved: Yes

6. Vote to approve the Bear River Head Start Non-Staff Background Checks Policy – Kristi Simper
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This requirement is part of Performance Standards. We background check all staff before they can start working. There are a handful of people that are non-staff that we work with that we also background check. An example would be a Board Member who is going to sign checks or perform other fiscal responsibilities. We also work with people that are coming into our classrooms and may be working with the children from the school district. Those kinds of people have had background checks completed with their employers before coming into our program. The policy also explains that we ensure those people, although we don't run the background check ourselves, are properly checked. This policy has not changed since its last approval.

Motion to approve the Bear River Head Start Non-Staff Background Checks Policy

Motion: Laura Vogel

Seconded: Brittan Johnson

Approved: Yes

7. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – Jerrie Pugmire
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No questions, concerns or discussion was held for this item.
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Motion to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed
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Motion: Melanie Wells

Seconded: Brittan Johnson

Approved: Yes

8. Vote to approve the December 15, 2022 Policy Council Meeting Minutes – Jerrie Pugmire

One Policy Council member stated the minutes looked fine. No questions were addressed or changes made to the December 15, 2022 Policy Council Meeting Minutes.
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Motion to approve the December 15, 2022 Policy Council Meeting Minutes

Motion: Laura Vogel

Seconded: Brittan Johnson

Approved: Yes

9. Vote to approve the January 10, 2023 Interim Policy Council Meeting Minutes – Jerrie Pugmire
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One Policy Council member stated the minutes looked fine. It was a pretty short meeting. No questions were addressed or changes made to the January 10, 2023 Interim Policy Council Meeting Minutes.
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Motion to approve the January 10, 2023 Interim Policy Council Meeting Minutes
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Motion: Melanie Wells

Seconded: Brittan Johnson

Approved: Yes

10. Election of the 2022-2023 Policy Council Secretary – Terrah Smith
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As a reminder, all of the elected Policy Council Officers must be pulled from Representatives from each area. All elected officers, including the secretary, would remain seated in their positions from now until next November when the new Policy Council elects their officers for their Policy Council service year. All officers elected for this year would attend that meeting and help train the incoming officers. We also ask that all officers follow the Code of Conduct which

means being professional and working together toward problem solving. The secretary is asked to take note of items happening during meetings to help with minute taking and the attendance process. In the event the other elected officers cannot attend a meeting, the secretary may fill in to conduct a Policy Council meeting with the help of the Policy Council Specialist. A separate training will be held to discuss the duties of the position to help the secretary understand how they will be providing support during Policy Council Meetings. An Alternate was willing to put forth their name but, unfortunately, the position must be filled by an elected Representative. We appreciate their willingness to volunteer. Another Policy Council member stated they have a lot going on right now and are unable to volunteer. Policy Council inquired how much additional time would be needed to fulfill the secretary duties. Typically, the secretary takes notes during each Policy Council meeting that can be emailed or texted to the Policy Council Specialist afterward. This would not be full notes of the meeting but would be very specific things. In the past, the secretary kept track of who firsts and seconds motions. That is something that is very important to document on the minutes and can sometimes be difficult to keep track of while the meeting is going. Those kinds of things would only require some note taking during the meetings that you are already attending. The majority of duties would be like that and completed during the meetings. If needed to conduct a meeting, there would be some additional time necessary to work with the Policy Council Specialist to be prepared to do so. That is not something that happens often. Laura Vogel put forth her name to volunteer for the secretary position. Further volunteers were asked for. No other nominations were made. Laura was asked to leave the call for the voting process. Thank you for volunteering to fill the position! Laura was asked to remain on the call after the meeting for a few minutes to discuss a time for additional training for the position.

Motion to approve Laura Vogel as the 2022-2023 Policy Council Secretary

Motion: Melanie Wells

Seconded: Brittan Johnson

Approved: Yes

11. Vote to approve the Response from Board Chair to Regional Office regarding anonymous complaint letter, received from them dated (12/21/2022) – Sarah Thurgood

We got record of this complaint from the Regional Office the day before we went on Christmas Break. Sometimes staff will write to the Regional Office stating something they do not like that is occurring. When the Regional Office receives complaints about things that are happening in programs, they send the information back to the grantee to address. They give grantees 30 days to make changes and to get a response back to them by that time. We sent our response to the Regional Office within that time frame which was before Board's and Policy Council's scheduled meetings. The response is being brought for review and approval tonight. We will let the Regional Office know whether it was approved by Board and Policy Council after the meetings. One thing to discuss is that we encourage staff to follow the lines of communication for any concerns. We encourage that they talk with the person the problem is with. If they do not receive satisfaction from that discussion, we strongly urge them to go to the next person above that which is most likely a Coordinator or the Director. The problem with this complaint is that we didn't know anything about it until we received correspondence from the Regional Office. We have retrained our staff on following the Code of Conduct and lines of communication to try to address concerns in-house. We met with the people that had concerns, discussed them and talked about solutions to alleviate the issues. We made plans for improvement. Any time there is a complaint, you have to review it to find the truth within it to improve. We have taken that and learned from it to improve, implement and fix the concern and move forward. We will provide more training and meetings with staff to provide for better communication and supervision. We are taking this concern seriously and are making the necessary adjustments to move forward in a positive way. Hopefully if there are concerns in the future, they can be shared directly with us to make improvements within the grantee. Policy Council inquired about the nature of one of the

original complaints. Is there a concern with some staff that are salary and those that aren't that need to work together to be able to complete the tasks of their positions? We didn't actually get to see the original complaint. The Regional Office just sent us a summary of the concerns which is the same information we have shared with you. We have been operating from that information. Some of the concern may have originated from a lack of understanding of the duties of the Director. She does not oversee every single employee of Bear River Head Start and works from a home office. She works the hours necessary to oversee the running of the agency through helping, fixing, problem solving and implementation whenever it is needed. An example of this is that things may come up during paid time off that the Director must address at that time, which she does. She is a salaried employee. She also directly supervises the Coordinators who supervise their staff. The Director does not intentionally try to get involved in the doings of someone else's frontline staff. Sometimes staff will share information with the Director that should be shared with their direct supervisor for the correct follow up or resolution to occur. This complaint was discussed yesterday with our program attorney. He absolutely agrees. If staff are salary, time cards are not always necessarily effective. They are paid to complete what is needed of the job whenever and whatever is needed. The complaint was investigated. There was no basis to it. The attorney and Regional Office do not have concerns about how this is being addressed. Policy Council inquired if those that are salaried staff are reachable for staff that work during specific hours so both can accomplish their jobs effectively. Absolutely. We also have some staff that are salary that would prefer to not work during different hours but if there is a concern, sometimes it must be addressed immediately.

Motion to approve the Response from Board Chair to Regional Office regarding anonymous complaint letter, received from them dated (12/21/2022)

Motion: Brittan Johnson

Seconded: Melanie Wells

Approved: Yes

12. Information Only: FA2 2022 Corrective Action Plan Follow Up Documentation – Sarah Thurgood

We had the follow up meeting regarding our Corrective Action Plan. The meeting included representatives from our Regional Office, Fiscal staff, Sarah, Terrah and some contractors. We presented our documentation while they asked really good questions. The meeting lasted roughly two hours. When these types of meetings are over, you don't know what the outcome is in that moment. They write up a report and send it to the Office of Head Start and then we wait for a response back from the Office of Head Start. We have not heard back from the Office of Head Start at this time. This has been a long process but we're feeling good that the concerns have been resolved. The close out meetings are intensive to ensure the issues have been resolved. We had good support from our Board Members that attended, Connie Paskett, the Board Chairperson and Andy Hernandez, the Board Vice Chairperson and our Board member with fiscal expertise. We also had Stacey Clark represent Policy Council at the meeting who did a great job. Stacey felt it was a really interesting and good experience to see how those meetings flow.

13. Approve the Audit Engagement Letter from Rudd & Co. for 2022-23 audit services. This includes audit of both financial and eligibility requirements. This falls under Board responsibility and is listed as information only for Policy Council – Kristi Simper

The Audit Engagement Letter with Rudd & Company is for the annual audit. Because we expend over \$750,000 of federal funds, it is a requirement that we get an outside company to complete an audit annually. There is a standard list of items they check. We have scheduled the audit for this spring. This letter is the contract for making that appointment with them. One thing that was recently removed from the standard list is reviewing eligibility requirements. We feel that is a good and important thing to still have audited so we do an extended engagement letter

with Rudd & Company and have them check the eligibility requirements.

14. Approve the annual contract from Allred Jackson for Diana Cannell's services as Fiscal Officer in the amount of \$4,500 per month. This falls under Board responsibility and is listed as information only for Policy Council – Kristi Simper

This is the annual contract that we are renewing with Allred Jackson for Diana Cannell's services as the Fiscal Officer. She helps oversee the Fiscal Office. We renew her contract annually. We are very happy with her and her services. She is an important part of the Fiscal Office.

15. Approve the annual contract from Idea Consulting for Ilise Andersen's services as Fiscal Consultant at the rate of \$95.00 per hour. This falls under Board responsibility and is listed as information only for Policy Council – Kristi Simper

This is the annual contract that we are renewing with Idea Consulting for Ilise Andersen's services as the Fiscal Consultant. She is a really important part of the Fiscal Office whose expertise is in budget and grant writing. We really depend on and appreciate her. Ilise use to be our Fiscal Coordinator. She has a lot of background from that experience as well. The Fiscal structure for our grantee is unique. Diana Cannell is a partner at Allred Jackson and a Certified Public Accountant with all of the proper education and certifications. We operate under her umbrella of expertise. She, in a sense, protects us, completes all of the proper checks and a pre-audit before we have our annual audit. This helps us feel comfortable going into our annual audits. We work with the Board and the Fiscal Office is set up with a triangle of supervision as there are three people that oversee it. Kristi is in the Coordinator position, Diana fills the Fiscal Officer position and Ilise is in the Fiscal Consultant position. They all have their areas of expertise. Diana's is in audit and audit prep, etc. Ilise's is in budget and grant writing. Kristi's responsibility is to keep the day-to-day functions of the Fiscal Office running. We have been open with the Board and worked with them on how this is set up. They like this set up and would like us to continue to function in this way. This is a really good configuration. It is not typical, but works really well for us.

16. Program Performance Report – Sarah Thurgood

Every month we give you the Program Performance Report, letting you see the status of all areas of the program and how we are doing. We reported on the concern that occurred in the Preston Classroom in December. Any time something occurs that is not 100% right, we need to make sure that Policy Council is aware. We are currently on target. Nothing is off.

17. Budget Committee/Fiscal Report – Melanie Wells/Kristi Simper

The Budget Committee Meeting has been moved to next week. It is normally held the Tuesday before Policy Council at 10am via DialPad Meetings. Some Budget Committee Members had a ChildPlus training this week so we pushed it back.

The Fiscal year ends 1/31. We are working hard on making sure we spend the budget out how we need to. We are doing a bit of spend down. With the fiscal year end, we can't take last year's funds into the new year. We have to spend it out totally. Spend down is when we do some good projects the program really needs that we can't do during the regular portion of the year. We try to do maintenance projects and things like that during this spend down period.

A Policy Council Member stated that the teachers in the Hyrum class asked them a question once they found out this person is on Policy Council that might have something to do with the budget. The teachers want a bigger front porch area. Some kids and parents are being knocked off every time the door is opened when someone is coming out and someone is standing there to get in at the same time. Did they tell their center manager what they need? The Policy

Council Member does not know. It was just mentioned in passing and the teachers asked if they could talk to us about it. The Policy Council Member stated they don't have any power to address it but would bring it up. We will look into this. This Policy Council Member was encouraged to tell the teachers they did bring it up at Policy Council and we are going to look into it but they also found out that if the teachers have things they need done, they need to tell their center manager and they will put in a request.

18. Director's Report – Sarah Thurgood

We have already discussed the Corrective Action Plan and the Complaint Response. I would like to discuss the Paris Classroom. From what we have heard, the Paris Elementary School staff would most likely not be concerned if we were to vacate that classroom. Recruitment is incredibly hard up there. This is good and shows the system works because we got feedback from parents and teachers once the word went out that we might move our classroom. We are going to go into this next recruitment season and will leave the Paris classroom there for at least one more year. We will see if recruitment is possible, if we can find kids to enroll there. Policy Council Members in that area will be a huge asset to rally the parents to help get the word out to recruit kids and show there is a need in that area. If we can see that having kids that need to be enrolled is a trend and we can keep that classroom open, we would love to keep it open. The Paris Elementary School that our classroom is located in, in the Bear Lake School District, has been a great one to work with.

Policy Council stated they were surprised at the last Policy Council Meeting when it was stated that the Change of Scope would be brought this month to be voted on. They would like more information influencing this decision. This is the first year this Policy Council Member has been involved in the program. We've been discussing this concern in Paris, Idaho for years with recruitment, and struggling to find kids to enroll in that classroom. We are using more over income slots in the Paris classroom than any of our other classrooms throughout our whole grantee. In order to fill that classroom we have to use a lot of over income slots. It is really hard to find income eligible kids there. When we use a bunch of over income slots there, we don't have them to use in other areas which could affect children with disabilities, etc. getting in, in other areas. The Paris classroom is always the last classroom to be filled. We have had to cancel trainings for Centerbased staff to recruit to fill the classroom. It hasn't just been a problem, but a big problem, in our recruitment and enrollment world. This has been discussed in the past. We reach out to parents every year up there to help recruit because of the concern. Teachers and parents are made aware. We have new teachers there but they have been fantastic to work with parents and get the word out. Staffing is also hard in that area. It is hard to keep staff there and if there aren't staff there, we have to send them from Logan to cover that classroom and then they drive back every day. We like having classrooms in our rural areas but we are supposed to be enrolling kids that are income eligible first and then using over income slots as the last resort. In the Paris classroom, the majority of children we have enrolled are over income. We have other areas, like Tremonton, with a long list of income eligible kids and we can't serve them because we don't have any more slots in their area to fill. It may feel like a quick reaction but this has been discussed for years. Policy Council feels like there's a need for services in Bear Lake. Their understanding is that a meeting was held with the teachers and some good points were discussed. While the majority of the slots filled are over income slots, they would like to discuss the reasons why the lower income families are not able to feel like they can enroll. First, the area in Bear Lake is huge from Georgetown to Garden City and all the way over into the Wyoming border to Cokeville, which is over 45 miles. For a child to attend a preschool classroom in the Bear Lake School District, it is four days a week that parents have to drive both ways, which is difficult with the fuel current prices. There is a bus that drives in the morning to Montpelier. Families that live near Cokeville have a 35 minute drive from Cokeville to Montpelier to drop their child off for the bus. The parents are then responsible for driving the full

distance to pick up their child after. Some parents aren't able to get their kids there with fuel concerns. There isn't public transport. We are not, in our grant, allowed to provide transportation. The only transportation we can access is that of the school district. We are going to see if we can align our hours with the school district there next year so hopefully the kids can be bused. We have a classroom in the Paris Elementary School, but we don't have a classroom in any other area there. We understand that the transportation concerns are valid. Policy Council appreciates that clarification and that we are looking into other options to support the families there. Policy Council's second reason is that most families land in a weird tax bracket in that area. There are a good portion of people who qualify for government aid, such as Medicaid, food stamps and WIC, but there is only one option for low-income housing for the entire area of maybe 12 apartments. There's the tax bracket just above that who make just enough to not qualify for government aid, so they have to purchase private insurance and they don't qualify for the low-income housing. Rent is extremely high in the area. The housing market in the area is terrible. In their experience, only two houses came up on the market in the last year and offers were made on them within a short period of time. Even if families can find housing, they probably cannot afford it. They don't know what the other counties in our service areas face with housing, whether rent is feasible or there is access to low-income housing but these are concerns for those in the Bear Lake area. There are children that come to school hungry that don't have sufficient food at home and others that are living in a camp trailer that is only heated by propane. They are concerned that the needs of these families may not be met if Head Start services are not available there. There are only three other preschools in the area that fill up quickly and parents have to pay to send their kids there. The three preschool classrooms in the Bear Lake School District are in Paris in the Paris Elementary School and those kids get bused and their hours are in alignment with the school district's busing schedule. Because the school district provides so many preschool classrooms themselves it makes it hard for us to recruit for and fill our classroom. If you know any families that are living in non-permanent housing, let the teachers know so we can recruit them. We have to follow the Performance Standards to verify families' income and for enrolling income eligible kids first and over income second. When calculating income, the Office of Head Start doesn't take rent or cost of living into account for eligibility. Head Start calculates income the same over the entire span of the United States. It doesn't vary by region. We follow and operate at 100% of the poverty line which is the same for everyone in the United States. Everyone everywhere calculates income the same way. Variations in rent isn't factored into eligibility requirements. It's based on income and family size. If a family is considered homeless, they would qualify under the McKinney Vento Act and those families are eligible for services. According to the McKinney Vento Act, housing has to be adequate for family size, have running water, etc. If living in a camp trailer that would most likely qualify a family through the McKinney Vento Act as homeless. We had a situation where a child was enrolled as over income but then later became homeless. We do have different circumstances that happen like that throughout the year.

Policy Council inquired, with the construction already under way in Tremonton, how will this decision to keep the Paris classroom open another year affect that? We will finish the construction in Tremonton and then see how this plays out over this next service year. If the need remains to keep our classroom in Paris, we will see how we can figure out another way to add another class in Tremonton because our waiting list is huge in that area. Policy Council inquired if adding an additional classroom in Tremonton is on hold. It is on hold for now. We might be able to see if there is another classroom that is difficult to enroll that we can move the slots to another part-day classroom in Tremonton. We have to figure something out for Tremonton because they have such high need. We are still working on the concern to get another classroom there, it just may not be that we close the classroom in Paris to do so.

Board didn't meet in December. There is nothing to report. Suzie has learned so much from listening to everyone and being on the call tonight. Thank you everybody.

20. Policy Council Concerns & Other Discussion Items – Policy Council Representatives

Policy Council stated they know there aren't enough teachers to remain inside with kids who have a cold, or something like that, that can't go outside. Could a parent come during recess time and volunteer and stay in with them while the other kids go out with the teachers? Yes. You can definitely come in and volunteer in the classroom. That is an issue we have. If the kids are going outside, we don't have enough staff to keep some inside while others go out. Parents can come volunteer in the classroom and be with their child in the classroom. We love outside time but if that is something that you feel strongly about as a parent, we can discuss this with your child's teacher and the center manager to get something set up so you can come be with your child.

21. Community Report – Policy Council Representatives

-Saturday, February 18: Bear Lake Memorial Hospital Auxiliary puts on a community wide dance. It will be from 5:00-11:00pm and held at the Montpelier Middle School Auxiliary Gym. This year's theme is the Greatest Show. You can come dressed up as characters from the Greatest Showman movie. There are lots of raffles and prizes given out as well as live DJ's. It is a fun family event. The Facebook website for Bear Lake Memorial Hospital has further information about this event.

22. Parent Committee Meeting Report – Policy Council Representatives

The next Parent Committee Meeting is scheduled for next Wednesday, the 25th, and will be on Conscious Discipline. It will be held in person but there will be an option for parents that can't come in person to join remotely. Parents will get the invite and information from their advocates. If you haven't, you can ask them. The teachers and educators should also know about it.

23. Calendar Review – Kristie Curtis

-Tuesday, January 24: Budget Committee Meeting at 10:00am (Policy Council Treasurer to attend)
-Wednesday, January 25: Conscious Discipline Parent Committee Meeting Kickoff and training on in-kind
-Tuesday, February 14: Budget Committee Meeting at 10:00am (Policy Council Treasurer to attend)
-Thursday, February 16: Next Policy Council Meeting at 7:00pm. This meeting will be combined with Board.
-Monday, January 20: President's Day. All staff will be off.

24. Vote to adjourn the January 19, 2023 Policy Council Meeting – Jerrie Pugmire

With no other business to conduct, the January 19, 2023 Policy Council Meeting was adjourned at 8:19pm.

Motion to adjourn the January 19, 2023 Policy Council Meeting

Motion: Brittan Johnson

Seconded: Timothy Moore

Approved: Yes

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 Budget Meeting @ 10 am (Policy Council Treasurer to attend)	15	16 Policy Council Meeting combined with Board @ 7 pm	17	18
19	20 President's Day	21	22	23	24	25
26	27	28				

Community Resources Spotlight



Little Lambs Foundation for Kids

<p>Little Lambs Foundation for Kids is a 501(c) 3 nonprofit organization that provides diapers and baby supplies to low-income families and comfort kits to children who are placed in foster-care, entering emergency shelters and escaping domestic violence.</p> <p>Little Lambs Foundation for Kids provides Utah children and families with basic necessities that they can't afford or otherwise do not have access to.</p> <p>With your support our foundation stocks local emergency safe houses and the Division of Child and Family Services offices with hands-on resources to distribute to children and families in desperate need.</p>	<p>1125 West 400 North Suite 200 Logan, Utah 84321</p>	<p>Office & Drop Off Hours: Monday-Friday: 9 am to 2 pm Thursday: 4pm to 7 pm</p> <p>Diaper Bank Hours: Tuesday & Wednesday: 10 am to 1 pm Thursday: 4 pm to 7 pm</p>
<p>“Our mission is to uplift struggling families and foster youth by providing necessary items that no child should have to go without.”</p> <p><u>We accomplish our mission by:</u></p> <p>Supplying low-income families with diapers, baby supplies, and clothing to help keep babies happy, healthy, and dry.</p> <p>Assembling comfort kits to distribute to DCFS offices and other partnering agencies for children who are transitioning into foster care and emergency shelters.</p> <p>Providing family hygiene kits to the In-home foster care program.</p> <p>Providing busy kits for children who are hospitalized or experiencing a traumatic event.</p> <p>Providing a unique service center where community members can volunteer and make a difference.</p>	<p><u>How To Apply for Assistance</u></p> <ol style="list-style-type: none">1) Must meet the Little Lambs Income Guidelines2) Foster Parents must bring ID and foster child's paperwork. Low income families must bring ID and proof of income (WIC or snap card accepted) birth certificates for each child receiving diapers. <p>For other circumstances such as job loss, medical situations, or other emergencies please contact Little Lambs @ 435-764-4439 for more information.</p>	<p><u>Little Lambs Diaper Bank</u></p> <p>The Little Lambs Diaper Bank Assistance Program focuses on providing families access to diapers, wipes, and other basic necessities. We assist with diapers for children up to the age of three. Then we can assist with pull-ups for two months (based on availability). We provide these services through our Little Lambs facility located in Logan, Utah and through our partnering agencies in Logan, Brigham and Ogden, Utah. In addition, we also stock the Department of Child and Family services offices throughout the state of Utah. Every baby deserves to be healthy, happy, and dry. Join us to end diaper need in Utah!</p>