

BEAR RIVER HEAD START POLICY COUNCIL 2022-2023 Meeting Minutes

Date: Thursday, August 17, 2023	Start Time: 7:00PM End Time: 8:03PM	Location: Dialpad Meetings: 1-888-602-7505	
2022-2023 Policy Council Members' Attendance		YES	NO
David Stone* (Vice Chair)	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	X	
Seanna Elam*	Logan Alternate		X
	Hyrum Representative		
Latai Kofoa*	Hyrum Alternate		E
Zhansaya Abdikairan*	Smithfield Representative		X
Kassandra Cole*	Smithfield Alternate	X	
Timothy Moore* (Secretary)	Richmond Representative	X	
Traci Godfrey*	Richmond Alternate		E
Stacey Clark* (Chair & Idaho HSAC)	Malad Representative	X	
Janice Fritz*	Malad Alternate		E
Whitney Miles*	Paris Representative		E
Brittan Johnson*	Paris Alternate		E
Kristin Fellows*	Preston Representative	X	
Samantha Ryder*	Preston Alternate		X
Michelle Farfan*	Nest/Koop Representative		E
	Nest/Koop Alternate		
Cameron Miller*	Fishpond Representative		X
Joanna Morgan*	Fishpond Alternate		E
Suzie Yeates	Board Representative	X	
Anna Herrera*	Community Representative		X
Justin Nuñez*	Community Representative		E

*Trained Policy Council Members

Members needed for a Quorum: 8	
Number of Voting Members who attended the meeting: 8	Number of Non-Voting Members who attended the meeting (including the Policy Council Officer conducting the meeting): 1
Do we have a Quorum? YES	
Meeting Called to Order By: Stacey Clark (Policy Council Chairperson) Meeting Facilitated By: Terrah Smith (Administrative Assistant) Additional Staff in Attendance: Sarah Thurgood (Program Director), Kristie Curtis (Family Services Coordinator), Symphony Correia (Fiscal Coordinator), Steph Wood (Centerbased Coordinator), ReNae Torbenson (Homebased Coordinator), Cassie Petersen (Child Development Manager & Facilities Coordinator)	

1. Vote to approve the hire request of Kelsey Anderson as a PHS On-Call Teacher Assistant for all areas – Steph Wood

Kelsey is on vacation and at a concert. She was on the call prior to the beginning of the meeting but was unable to stay on the call until it was time for her introduction as it took some time to get a quorum of Policy Council Members on the call. Policy Council was asked if the Coordinator over Kelsey's position could introduce her or if they'd prefer to have Kelsey attend the next Policy Council Meeting. Policy Council stated they were fine with Steph Wood introducing Kelsey at the meeting tonight. Kelsey is currently going to Utah State University studying Elementary Education. She has experience working with children. She volunteered with The Family Support Center and has also worked at a day-care center. Kelsey is looking to gain more experience with Head Start.

Motion to approve the hire request of Kelsey Anderson as a PHS On-Call Teacher Assistant for all areas

Motion: Melanie Wells	Seconded: Kassandra Cole	Approved: Yes
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2. Vote to approve the hire request of Natalie Boehm as a PHS Part-Day Logan Teacher Assistant – Steph Wood

Natalie is currently a college student at Weber State University. She is finishing up the last year of her degree in Neuroscience and Psychology. She will then go on to get her Master's and Doctorate Degrees at Utah State University in Logan. She has worked the last three years with kids of all different ages from 3 up to 18 years old. Natalie worked as a Teacher's Aide in an elementary school for a couple of years. Her most current employer has been AIM, Autism in Motion, where she worked as a Registered Behavior Technician with children who have autism.

Motion to approve the hire request of Natalie Boehm as a PHS Part-Day Logan Teacher Assistant

Motion: Carlos Calbimonte	Seconded: David Stone	Approved: Yes
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3. Vote to approve the hire request of Paige Gray as a PHS Child Development Assistant for all areas – Steph Wood

Paige recently graduated with a Child Development Degree from BYU Idaho. She has multiple years of experience working with children from infants to adolescence. She is currently a nanny for 2 two-year-olds. She has also worked in a preschool setting for a summer and completed a practicum during her college experience at BYU Idaho. Paige is hoping to go into Speech Language Pathology in a few years at Utah State University for a Master's Degree. She is excited to work for Head Start for this next year.

Motion to approve the hire request of Paige Gray as a PHS Child Development Assistant for all areas

Motion: Melanie Wells	Seconded: David Stone	Approved: Yes
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4. Vote to approve the hire request of Rhiannon Drake as a PHS Part-Day Logan Teacher Assistant – Steph Wood

Rhiannon is currently a student at Utah State University. She is studying Elementary Education and has a minor in Psychology. She is deferring for the fall semester which gives her the opportunity to be able to work in this position, which she is really excited about. Rhiannon has worked a lot with kids throughout the years. She has worked in general child care. For a couple of summers she worked in swimming instruction and taught kids from infancy to about high school age general swimming skills. Through her experience at Utah State University, she has been able to work in the schools. Rhiannon recently completed a practicum in a fifth grade class and had the opportunity to observe teachers of all age levels throughout the school during that

experience. Most recently she worked for the After School Club Program at Wilson Elementary for two semesters. She's looking forward to getting more experience teaching and working with young children in this program.

Motion to approve the hire request of Rhiannon Drake as a PHS Part-Day Logan Teacher Assistant

Motion: Carlos Calbimonte	Seconded: Kristin Fellows	Approved: Yes
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5. Vote to approve the hire request of Megan Collins as an EHS Pond Infant/Toddler Teacher Assistant – Steph Wood

Megan is a college student. This will be her first year. Every job she's had so far has included children of all ages, most recently infants and toddlers. Megan absolutely loves working with children and is excited to meet the children here and help them learn and progress where they're at.

Motion to approve the hire request of Megan Collins as an EHS Pond Infant/Toddler Teacher Assistant

Motion: Amy Gyllenskog	Seconded: Kristin Fellows	Approved: Yes
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6. Vote to approve the transfer request of Cindy Orellana from an EHS Nest/Koop Infant/Toddler Teacher to an EHS Pond Infant/Toddler Teacher Assistant – Steph Wood

Cindy has been working for Head Start for almost seven years. She is requesting to transfer to try something different.

Motion to approve the transfer request of Cindy Orellana from an EHS Nest/Koop Infant/Toddler Teacher to an EHS Pond Infant/Toddler Teacher Assistant

Motion: Melanie Wells	Seconded: Carlos Calbimonte	Approved: Yes
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7. Vote to approve the transfer request of Abigail Gingles from Disability Aid to Social Emotional Coach – Steph Wood

Abigail is currently a Disability Aide here at Head Start. She is requesting to transfer to the open Social Emotional Coach position on her same team. She has absolutely loved working here. The kids and staff are all amazing. During her time here, she has also been able to progress in her professional development. Abigail has earned certifications in Conscious Discipline and Trauma Training as well as training on the Ages and Stages Questionnaires. Between her experience with the children and certification, she has been well prepared to be successful and continue progressing in this new role.

Motion to approve the transfer request of Abigail Gingles from Disability Aid to Social Emotional Coach

Motion: Melanie Wells	Seconded: Amy Gyllenskog	Approved: Yes
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8. Vote to approve the transfer request of Alyssa Martin from PHS Mentor Coach to a PHS On-Call Teacher – Steph Wood

Alyssa has been working as a Mentor Coach for the past summer. She recently decided to switch back to teaching but she fell in love with Head Start and the children she works with so she wants to stay on-call. Before working at Head Start, Alyssa worked at The Family Place for about three years and she's been teaching preschool for a couple years now. She loves what Head Start offers to the families in our community. She's really excited to be staying on even though she'll be switching roles.

Motion to approve the transfer request of Alyssa Martin from PHS Mentor Coach to a PHS On-Call Teacher

Motion: Amy Gyllenskog	Seconded: Melanie Wells	Approved: Yes
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9. Vote to approve the Bear River Head Start Job Descriptions – Symphony Correia

Every year we update our job descriptions. We send them to Policy Council and Board so they can be approved and Policy Council and Board are aware of the jobs and what our employees do. The only significant changes are that we created three new positions. The first is the ERSEA Manager position which is in the Enrollment department. The second is the Fiscal Bookkeeper. With all of the changes going on in Fiscal, we had to create this new position back in March. The third we created is the Health & Wellness Administrator position in the Health department. The Fiscal Specialist and Fiscal Coordinator job descriptions were changed significantly due to the changes and going on in Fiscal. The Health Assistant and Administrative Assistant job descriptions were also changed significantly.

Motion to approve the Bear River Head Start Job Descriptions

Motion: Melanie Wells	Seconded: Carlos Calbimonte	Approved: Yes
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10. Vote to approve the new CACFP Site, Tremonton Part-Day Classroom – Symphony Correia

This is not a new CACFP site but a new classroom in Tremonton. When we get a new classroom, we need to establish it on our CACFP renewal that it is a location where we will be providing food to children. This is going to Board and Policy Council for a vote so you are aware that we are adding this classroom to our contract with CACFP and will be providing meals there.

Motion to approve the new CACFP Site, Tremonton Part-Day Classroom

Motion: Melanie Wells	Seconded: Suzie Yeates	Approved: Yes
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11. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – Stacey Clark

No questions were asked or discussion held regarding this agenda item.

Motion to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed

Motion: Amy Gyllenskog	Seconded: Carlos Calbimonte	Approved: Yes
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12. Vote to approve the July 20, 2023 Policy Council Meeting Minutes – Stacey Clark

No questions were asked or changes made to the July 20, 2023 Policy Council Meeting Minutes.

Motion to approve the July 20, 2023 Policy Council Meeting Minutes

Motion: Melanie Wells	Seconded: Amy Gyllenskog	Approved: Yes
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13. Vote to approve the August 3, 2023 Interim Policy Council Meeting Minutes – Stacey Clark

No questions were asked or changes made to the August 3, 2023 Interim Policy Council Meeting Minutes.

Motion to approve the August 3, 2023 Interim Policy Council Meeting Minutes

Motion: Carlos Calbimonte	Seconded: Amy Gyllenskog	Approved: Yes
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14. Centerbased & Homebased Child Outcomes Training – Steph Wood & ReNae Torbenson

The Head Start Performance Standards mandate that we track outcomes on enrolled children at a minimum of three times per school year. Outcome is the term we use to track the developmental progress of each child throughout the school year. We also track this progress

for groups of children. The teachers and educators assess the children at the beginning of the school year to determine where they are developmentally when they enter the classroom or are enrolled. This becomes the child's baseline. From the baseline, the child goals are set with the parents for each individual child. Teachers also have access to create individual reports for each child to determine areas of need or growth to help create these goals. Individual child reports are given to parents. We are currently in this process with our Extended-Day Centerbased Classrooms where we are assessing the children and getting their baseline. When the rest of our students enroll at the first of September we will start the baseline process with them. Once we have a baseline we can pull both group charts and individual charts so the staff can look at their classroom or caseload and look at areas of strength and areas they might need to focus on more for the next quarter. They also have what's known as the widely held expectations which is a national norm that they can compare their charts to. It is a guide. On an agency-wide basis we use this information to plan for trainings for staff. If we can see that a group of staff could use an individualized training in a certain area, we can provide that. If someone is really needing some help, we can tie that into their Mentor Coaching cycle and have them set goals in a certain area. We use this data year round. We also include these reports in our annual Program Improvement Report and the Report to the Community which can be found on our website.

15. Family Outcomes Training – Kristie Curtis

At the beginning of the school year, Family Advocates partner with families in a goal-oriented relationship. Family Outcomes are completed three times a year. We always start with a baseline to see where each family is at the beginning of the year. Advocates work with them in goal setting, identifying community resources to help them achieve and set realistic goals. They can be goals the family is already working on such as continuing education, getting a driver's license or getting medical and dental child well-being up-to-date. Advocates and parents work hand-in-hand in a Family Partnership process. We follow the Parent and Family Community Engagement Framework from the Office of Head Start. Family Outcomes will be presented to the Policy Council at the beginning, mid and end of year.

16. Review Bear River Head Start Program Workplans – Sarah Thurgood

Program Workplans are not required anymore but we still do them. The reason we do them is because it ensures every single one of the Performance Standards are being met. They document what each Performance Standard is, how it's being met in all program areas and program options, who's responsible for it, how it gets done. They are an outline of our plans which is why they are called workplans. They outline exactly how we make sure to implement every single one of the Performance Standards. At any time, if there are questions regarding how we follow a particular standard, we can reference the workplans. We update them every year. It is good for staff to see them and understand how all parts of the program function and meet the Performance Standards.

17. Budget Committee/Fiscal Report – Melanie Wells/Symphony Correia

The fiscal year is 50% complete as of July 31. We received a Notice of Award to close out our last HE grant which was a short-term grant we had that helped us give a little extra income to our staff. We have begun the application for the 2024-2025 grant year. We are continuing the implementation process with Gusto. We have made a lot of progress with that and learning about the platform. Our Fiscal Officer explained to everyone during Budget Committee Meeting that it can take a really long time to implement a new payroll system. Where we're at right now is pretty good with all that we're learning and how quickly we're making progress with getting our new payroll system in place. The Program Information Report (PIR) has been submitted and

will go to Board and Policy Council in September for review. We started working on our Worker's Compensation Insurance renewal and completing our annual Salary Compensation Survey. We also completed the 2023 Fiscal Program Improvement Report. We are in process of completing our audit with Rudd & Co. They came and did their on-site visit and are now finishing up with things. They will be presenting the audit to Board in September and then the information will come to Policy Council.

18. Director's Report – Sarah Thurgood

Symphony is our Fiscal Coordinator currently but she has let us know that she does not want to remain in the Coordinator position. She wants to stay in the fiscal department, just in a different position. We are in process of finding a new Fiscal Coordinator/Controller. The job posting is open. Typically we leave a job posting open for 10 days and then close it, do interviews and then hire. For some positions, like teachers, we leave the job posting open and then interview when we get a pool of people and then hire and then do more interviews again when we have another pool. Positions like these need to be filled quickly which is why we follow this process. The Fiscal Coordinator/Controller position will be closing tomorrow and then our Fiscal Officer, Andy Hernandez, and Sarah will review applications, do interviews and see if we can find a Fiscal Coordinator that will be able to stay in the position. It may take some time. We may have to open the job posting again if we aren't able to find someone this first go around. We are still in process of doing our Fiscal Reorganization. We still have our Fiscal Officer, all Fiscal Assistants and our Bookkeeper and Symphony, who has been the Fiscal Coordinator, will stay as well. We will keep Policy Council posted on the progress with this.

For Recruitment and Enrollment, we are doing well to fill up our centers. There are still a few slots open here and there. We want to make sure to get those filled for our regular service day which is the shorter hours. Extended day services have already started. Early Head Start is year round. This is our last recruitment and enrollment wave for our part-day services.

We got a new classroom in Tremonton. It's in our building that is already existing. It will be a part-day class. We spent some funds last year to finish up some extra space there to meet the requirements for a classroom to now have two classrooms in our Tremonton Center. It's not a new center, just an addition of a classroom. Symphony reviewed where we're at with Gusto. We are continuing to hire staff.

19. Board Report – Suzie Yeates

We did not have a July Board Meeting. There isn't anything to report. Board and Policy Council work together to ensure the program is going strong. Thanks to Sarah and the staff.

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

No items were brought up for discussion or questions asked.

21. Community Report – Policy Council Representatives

-Every Thursday night from 7:00pm-dusk, weather permitting: Free live music @ the alley on

Center (19 West Center Street, Logan); bring a chair and enjoy live music from local bands

-August 14-19: Bear Lake County Fair; we have a recruitment booth set up in Paris, Idaho.

-August 21-26: Box Elder County Fair

-Sept 8-9: Brigham City Peach Days

-There is community resource information included with the calendar for the Loaves and Fishes which is a community meal in Logan. They are a non-profit, non-denominational organization that sponsors two free community lunches each month on the first and third Saturdays at the First Presbyterian Church.

22. Parent Committee Meeting Report – Policy Council Representatives

Parent Committee Meetings have not yet started up again for the new service year.

23. Calendar Review – Kristie Curtis

-Monday, September 4: Labor Day, all staff off -Tuesday, September 5: Open House for Part-Day Preschool Classes; First day of class for Early Head Start Centerbased and Homebased -Wednesday, September 6: First day of class for Part-Day Preschool Classes -Tuesday, September 19: Budget Committee Meeting at 10am -Thursday, September 21: Policy Council Meeting at 7:00pm -Tuesday, September 26: Board Meeting at 5:00pm

24. Vote to adjourn the August 17, 2023 Policy Council Meeting – Stacey Clark
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With no other business to conduct, the August 17, 2023 Policy Council Meeting was adjourned at 8:03pm.
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Motion to adjourn the August 17, 2023 Policy Council Meeting

Motion: Melanie Wells

Seconded: Carlos Calbimonte

Approved: Yes
