

BEAR RIVER HEAD START POLICY COUNCIL 2022-2023 Meeting Minutes

Date: Thursday, September 21, 2023	Start Time: 7:00PM End Time: 8:17PM	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		X
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	X	
Brittan Johnson*	Paris Alternate	X	
Kristin Fellows*	Preston Representative	X	
Samantha Ryder*	Preston Alternate	X	
	Nest/Koop Representative		
	Nest/Koop Alternate		
Cameron Miller*	Fishpond Representative		X
Joanna Morgan*	Fishpond Alternate		E
Cindi Hill	Board Representative	X	
Anna Herrera*	Community Representative		E
Justin Nuñez*	Community Representative		E

*Trained Policy Council Members

Members needed for a Quorum: 7	
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): 3
Do we have a Quorum? YES	
Meeting Called to Order By: Melanie Wells (Policy Council Treasurer) Meeting Facilitated By: Terrah Smith (Administrative Assistant) Additional Staff in Attendance: Sarah Thurgood (Program Director), Kristie Curtis (Family Services Coordinator), Steph Wood (Centerbased Coordinator), ReNae Torbenson (Homebased Coordinator), Cherie Pierce (Health & Wellness Administrator), Cassie Petersen (Child Development Manager & Facilities Coordinator)	

1. Vote to approve the hire request of Madison Kauffman as a PHS Teacher Assistant (Paid Internship Position) – Steph Wood

Madison goes by Madi. She just recently got married which was a big event in her life. She is requesting to be hired for the internship position. Madi is going to school at Utah State University studying Elementary Education. She is currently in her sophomore year so she gets to apply to be accepted into the program at the end of this semester. Madi loves working with kids. It's one of her favorite things and makes her day. She is super excited to be at Bear River Head Start and have this experience and be able to share her love for the kids and learning.

Motion to approve the hire request of Madison Kauffman as a PHS Teacher Assistant (Paid Internship Position)

Motion: Samantha Ryder	Seconded: Amy Gyllenskog	Approved: Yes
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2. Vote to approve the hire request of Haley Mabey as a Disability Aide – Steph Wood

Haley is requesting to be hired for the Disability Aide position. She has worked with kids for over three years, specifically those with disabilities such as being on the Autism spectrum, ADHD, as well as others. Haley wants to further her experience working with children who have disabilities and helping them one-on-one. She is excited to start and hopefully be a part of Bear River Head Start.

Motion to approve the hire request of Haley Mabey as a Disability Aide

Motion: Amy Gyllenskog	Seconded: Samantha Ryder	Approved: Yes
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3. Vote to approve the hire request of Amanda Patterson as a PHS On-Call Teacher Assistant for all areas – Steph Wood

Amanda is a mom of two little boys. She has worked with kids a lot, while growing up, etc. Amanda has always wanted to be a teacher but hasn't pursued the education needed. She is applying for the On-Call Teacher Assistant position.

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

Motion: Whitney Miles	Seconded: Carlos Calbimonte	Approved: Yes
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4. Vote to approve the hire request of Abigail Hamblin as an EHS Pond Infant/Toddler Teacher – Steph Wood

Abigail was unable to join the call. She was planning to so we are not sure why she wasn't able to join. Abigail's supervisor, Cassie Petersen is on the call and could introduce her tonight. Policy Council was given the option to have Cassie introduce Abigail or to have Abigail attend the next Policy Council Meeting to introduce herself and be voted on then. Policy Council stated they were okay with Abigail's supervisor introducing her tonight.

Abigail has a degree in Psychology with a minor in Human Development. She has several years of experience working with children and families, either in her job or volunteering. Abigail is really excited about the program and what we do for the families. Cassie thinks she will be a really good fit for Early Head Start.

Motion to approve hire request of Abigail Hamblin as an EHS Pond Infant/Toddler Teacher

Motion: David Stone	Seconded: Whitney Miles	Approved: Yes
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5. Vote to approve the hire request of McKenna Cottam as a PHS Hyde Park Teacher Assistant (Paid Internship Position) – Steph Wood

McKenna is currently a student at Utah State University studying Human Development and Family Studies. She loves learning about families and how people and children develop. McKenna has worked with kids the past couple of years. She has been a nanny of a five year old and currently babysits a two year old. She is super excited to learn more about helping the teachers out in the classroom and helping the kids learn in the preschool setting.

Motion to approve the hire request of McKenna Cottam as a PHS Hyde Park Teacher Assistant (Paid Internship Position)

Motion: Amy Gyllenskog	Seconded: Whitney Miles	Approved: Yes
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6. Vote to approve the hire request of Neyda Hernandez as an ERSEA Assistant – Kristie Curtis

Neyda is interested in the ERSEA Assistant position. She is a California native and has lived in the valley in the past and just returned about three years ago. Neyda has a six year old boy who is her wild child and keeps her on alert at all times. She has worked in school settings and settings with youth for many years. Neyda is very excited to join the Bear River Head Start team.

Motion to approve the hire request of Neyda Hernandez as an ERSEA Assistant

Motion: Carlos Calbimonte	Seconded: Amy Gyllenskog	Approved: Yes
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7. Vote to approve the transfer request of Nina Minharo from Health Assistant to ERSEA Assistant – Kristie Curtis

Nina has been with Head Start for nearly 16 years. She has had the opportunity to work in different positions. Nina would like to request a transfer to work with ERSEA. She would like to do so because it's fun to work with the parents and help them enroll in the program.

Motion to approve the transfer request of Nina Minharo from Health Assistant to ERSEA Assistant

Motion: Amy Gyllenskog	Seconded: Samantha Ryder	Approved: Yes
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8. Vote to approve the title change for Debbie Zilles from Fiscal Assistant to Payroll Specialist – Sarah Thurgood

This information is being shared to make sure Policy Council is aware of this change and it is included in the meeting minutes. We have an employee, Debbie Zilles, who has been in the Fiscal Office that will be adding to her duties. She will continue to perform her current duties as a Fiscal Assistant and will also be taking on additional duties that include some of the hiring process that is associated with fiscal. Her title will be changed from Fiscal Assistant to Payroll Specialist. Policy Council was asked to vote on this item as an addition during the meeting. A packet of information was sent out during the meeting to Policy Council for their review that included a resume and transfer information form for Debbie.

Motion to approve the title change for Debbie Zilles from Fiscal Assistant to Payroll Specialist

Motion: David Stone	Seconded: Whitney Miles	Approved: Yes
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9. Vote to approve the Bear River Early Head Start Program Information Report (PIR) – Sarah Thurgood

Every year we are required, through the Performance Standards, to complete a Program Information Report (PIR). This is the finalized report. Sarah has been discussing that we have been working on this all summer and that it would be coming for review and approval. The PIR includes the actual numbers that show our performance for the entire service year on every single item that is required in the Performance Standards in all of the program areas, for health,

education, staff, etc. We have to track all of our data and collect it for the PIR. There is one report for Head Start and one for Early Head Start. We must report our data for these in two separate reports. The information is very interesting. We can see how well we actually did over this past service year. If we are missing any information, we always include comments regarding why. This allows parents, community members, the Office of Head Start, our Regional Office, Board and Policy Council to see those reasons and how we performed over the last 12 month period of time. Policy Council was asked what questions they had about the PIR. No questions were asked or comments made. Each report will be voted on separately. After we turn in our reports to the Office of Head Start, they compile every single grantees' numbers across the United States. They see how individual programs performed as well as trends for Head Starts across the nation. After they get all of the data compiled, they send out a bigger report from the Office of Head Start showing the performance of all of the programs. When we receive that report, we will pass it on to Policy Council. It is very interesting. Policy Council received a copy of the Early Head Start Program Information Report (PIR) and accepted the report as a program document that reflects the status of program operations. The Policy Council has had an opportunity to review the report, discuss it, and questions were addressed.

Motion to approve the Bear River Early Head Start Program Information Report (PIR) – Sarah

Motion: Amy Gyllenskog	Seconded: Carlos Calbimonte	Approved: Yes
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10. Vote to approve the Bear River Preschool Head Start Program Information Report (PIR) – Sarah Thurgood

Policy Council received a copy of the Head Start Program Information Report (PIR) and accepted the report as a program document that reflects the status of program operations. The Policy Council has had an opportunity to review the report, discuss it, and questions were addressed. See notes for agenda item 9. Vote to approve the Bear River Early Head Start Program Information Report (PIR).

Motion to approve the Bear River Preschool Head Start Program Information Report (PIR)

Motion: David Stone	Seconded: Samantha Ryder	Approved: Yes
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11. Vote to approve the Bear River Head Start Short-Term Goals & tie into Strategic Plan – Sarah Thurgood

Sarah has also been discussing the Program Improvement Process and our Self-Assessment Process throughout the summer during Policy Council Meetings. During this process, we gather all of the data for all program areas. Each area develops their own short-term goals for the next service year based on their data. Sarah, as the Executive Director, reviews all of the data and the information from the Community Assessment that she is in process of finalizing. She then develops short-term goals for the entire grantee, based on all of this data, that are the most pressing things that need to be addressed for the next 12 month period of time. The Strategic Plan is the five year plan that outlines the areas we will be working on over the next five years. The Office of Head Start just developed some areas of importance that they want grantees to focus on. Typically these tend to be things that all grantees should be improving in. We tied our short-term goals into those as the larger focus areas of our Strategic Plan. Next month we will be sending our baseline grant application and Community Assessment to Board and Policy Council for their review and approval. All of this information will be turned in to the Office of Head Start. Policy Council inquired if all of these goals will be incorporated into this next service year. They were reviewing the information and it included really good information. They asked if this is for the next year and then gets adjusted as needed. That is correct. Our grant follows a five year grant cycle. This service year is our baseline year, year one. These goals are for the

next 12 month period of time. Next year, we will follow this same process and will complete it for year two. We will develop new short-term goals then. If we are still working on completing some of these same short-term goals and they are still of highest priority, we may continue to have some of them as our short-term goals for the next service year. Sometimes in the past, we've had goals that we've been working on for the full five-year period and then each year, when we turned in our grant application, we included the progress we had made on those goals. We may not always be starting from scratch on a goal but instead continuing to make progress on it by building upon it. Sometimes we've had goals that after two to three years, we've made good progress and we've moved on to a different goal that was more pressing. Policy Council asked if there is a set way to come up with the goals or if it is more malleable for each school situation. The overall grantee goals tend to be broader so they are things that will apply to everyone in the grantee to work on. The goals outlined in the Self-assessment and Program Improvement Report that each program area developed for their piece are more specific to their area of the program. For example, the Centerbased short-term goals will be very specific to Centerbased.

Motion to approve the Bear River Head Start Short-Term Goals & tie into Strategic Plan

Motion: David Stone	Seconded: Amy Gyllenskog	Approved: Yes
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12. Vote to approve the Bear River Early Head Start Homebased School Readiness Goals – ReNae Torbenson

The Head Start Performance Standards require that programs establish School Readiness Goals. They are broad expectations for children's growth across the five major developmental domains that align to the Head Start Early Learning Outcomes Framework. The developmental domains are Language and Literacy, Cognition, Approaches to Learning, Social Emotional and Physical Development. From that grand umbrella, we set individual goals for the child in partnership with their parents. The only changes made to the Homebased School Readiness Goals were in regards to serving preschool-aged children, as we no longer have this option for Homebased. Any references to serving preschool-aged children in the Homebased program option were removed. Everything else has remained the same. Because these are broad statements, they rarely change from year to year.

Motion to approve the Bear River Early Head Start Homebased School Readiness Goals

Motion: David Stone	Seconded: Whitney Miles	Approved: Yes
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13. Vote to approve the Bear River Early Head Start Centerbased School Readiness Goals – Steph Wood

The information discussed by ReNae for agenda item 12. Vote to approve the Bear River Early Head Start Homebased School Readiness Goals regarding aligning with the Early Learning Framework and following those broad categories is what the Centerbased program option does as well. We rarely change the Centerbased School Readiness Goals for Early Head Start or Preschool Head Start and this year there were no changes to either set of goals. From those goals, we set individual goals for the kids in our programs. We do that with the families.

Motion to approve the Bear River Early Head Start Centerbased School Readiness Goals

Motion: David Stone	Seconded: Carlos Calbimonte	Approved: Yes
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14. Vote to approve the Bear River Preschool Head Start Centerbased School Readiness Goals – Steph Wood

See the notes listed for agenda item 13. Vote to approve the Bear River Early Head Start Centerbased School Readiness Goals.

Motion to approve the Bear River Preschool Head Start Centerbased School Readiness Goals

Motion: David Stone	Seconded: Whitney Miles	Approved: Yes
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15. Vote to approve the Bear River Head Start Self-Assessment/Program Improvement Report/Staff and Parent Surveys/T&TA Plans – Sarah Thurgood

Sarah shared some information about this while discussing agenda item 11. Vote to approve the Bear River Head Start Short-Term Goals & tie into Strategic Plan because it is all tied so closely together. The data included in this Self-Assessment/Program Improvement Report is gathered during the beginning of the process. We gather all of our data through questionnaires, parent and staff feedback, tracking systems, etc. Each program area completes their piece by developing short-term goals after reviewing all of this data. As they develop their goals, they will determine what kind of training is needed for staff and parents to address each identified need that came up in the Self-Assessment Process. They develop Training and Technical Assistance (T&TA) Plans which are included in this program document. Some of the trainings have costs associated with them. If they do, the funding set aside for them will be listed in the plans. Others are provided by community representatives or others for free. Every year, when we receive our grant funding, we are given Training and Technical Assistance money that comes from the Regional Office. It is to be used specifically for training for parents and staff and sometimes Board and Policy Council. We have to provide documentation of how this funding was used. It cannot be used for other program needs. The raw data collected is included in this report along with the Outcomes, all areas' short-term goals and Program Improvement Plans for the next 12 months. We are taking a lot of data and analyzing it in this process and it is all included in this report.

Policy Council received a copy of the Self-Assessment/Program Improvement Report/Staff and Parent Survey/T&TA Plans and accepts the report as a program document. The Policy Council has had an opportunity to review the report, discuss it, and questions were addressed.

Motion to approve the Bear River Head Start Self-Assessment/Program Improvement Report/Staff and Parent Surveys/T&TA Plans

Motion: David Stone

Seconded: Amy Gyllenskog

Approved: Yes

16. 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: Samantha Ryder

Seconded: Carlos Calbimonte

Approved: Yes

17. Vote to approve the August 17, 2023 Policy Council Meeting Minutes – Stacey Clark

No questions were asked or changes made to the August 17, 2023 Policy Council Meeting Minutes.

Motion to approve the August 17, 2023 Policy Council Meeting Minutes

Motion: David Stone

Seconded: Melanie Wells

Approved: Yes

18. Vote to approve the August 31, 2023 Interim Policy Council Meeting Minutes – Stacey Clark

No questions were asked or changes made to the August 31, 2023 Interim Policy Council Meeting Minutes.

Motion to approve the August 31, 2023 Interim Policy Council Meeting Minutes

Motion: David Stone

Seconded: Melanie Wells

Approved: Yes

19. Fiscal & Grant Training – Sarah Thurgood

Mark Sigler resigned from the Fiscal Coordinator position today so he is not present on the meeting call. We would love to get a Fiscal Coordinator in this position that can stay. Mark is such a nice man but felt this was not a good fit for him. In the meantime, Sarah is working with the Fiscal Staff and will oversee them until we can make a new plan for moving forward. As Policy Council votes to approve new hires, they will be made aware of changes regarding this. Every year we have to develop a grant application and send it in to the Regional Office. It must be turned in 90 days before the end of our grant year. That is why you will be getting the grant application, Community Assessment, etc. next month to review and approve. This year is our baseline year, which means we must complete everything from scratch again, the grant, Community Assessment, etc. Our program is funded for the same amount every year. We write the grant and make sure our budgets align with the grant money we have. The children and families always come first and we must have staff to serve the children and families. Traditionally, hiring staff takes a lot of the grant money including facilities and supplies for the kids. We must make sure we aren't too heavy in one area of the grant and that we are meeting all of the requirements. We have a Fiscal Officer who helps us with the financial part and Sarah writes the program narrative portion of the grant. This section tells about how we implement and make sure we meet all of the Performance Standards, how we intend to provide services for children and families, etc. Our budgets are developed. We are required to provide budget reports and to make sure we are reviewing them. We are in process of getting those budget reports and closing out months as we respond to the many changes within the Fiscal Office this past year. In the Fiscal Office, we have really good people doing the work. They are doing everything from bookkeeping, accounts payable, implementing the payroll system, doing some of the onboarding of employees. We are trying to pull off any duties out of the Fiscal Office that does not have anything to do directly with the funding. Some of the hiring process as a human resource department was going through the Fiscal Office but we have moved those duties elsewhere so Fiscal can just concentrate on the financials. Sarah has been working with the Fiscal Staff and will continue to provide oversight for them. Andy Hernandez is our Fiscal Officer and we also have a Fiscal Consultant who will not work full time but will provide some consulting for us to help us and make sure we get everything right. Sarah will make sure the oversight happens and, as we move forward, we will decide who we are going to hire, what we are going to do and how we are going to build the structure of the Fiscal Office. Policy Council inquired if there might be a fundraiser that can be done once a year to help the centers. We traditionally have not had to do fundraisers because we are given the appropriate amount of funds needed to run the program. Because we are federally funded, the guidelines for fundraisers are more difficult to implement. It is different than fundraisers for local school districts. If you have something in mind, like a special program or parent committee, talk with your advocate about it and they will share the information with us and we can determine if it is something we can pursue. Policy Council stated they were just wondering if the schools need extra funding, if we could get parents to help do a fundraiser and pitch in but if we're doing good with funding that is good. Parents can support the program by being active and involved in the program. When the program needs help, parents can encourage others to apply for their children. Work with your family advocates and teachers and support them. Providing in-kind is similar to a fundraiser. Everything parents do to support the program is kept track of and is submitted as in-kind as much as possible. This helps us with our grant. We are required to get a certain amount of our program funding given back as in-kind. This is one of the best things parents can do to support the program.

20. Program Performance Report – Sarah Thurgood

Every month we send this Program Performance Report out to Board and Policy Council. We are doing okay and are not out compliance in any area. The report may seem a bit skewed because some of our service options had not started up again for this service year when it was

completed.

21. Budget Committee/Fiscal Report – Melanie Wells

Melanie did not receive an agenda but they discussed giving raises for Cost of Living Increase which will be done based on employees' base pay and will not include any incentive pay. They are in talks and negotiations with their insurance provider, Select Med, and will no longer be using their current Flex Spend provider but will be moving forward using a Cafeteria Plan through Gusto. Additional items needed to be discussed and referred to someone else who was unable to be on the call.

22. Director's Report – Sarah Thurgood

These items were addressed during other agenda items throughout the meeting. Nothing further to discuss.

23. Board Report – Cindi Hill

Board covered most of the same items Policy Council did at their last meeting. They approved job descriptions and adding the new part-day classroom in Tremonton to the CACFP contract. Board also approved their Board minutes and received training on Centerbased and Homebased Outcomes and Family Outcomes. They reviewed the workplans and Andy gave a really thorough fiscal report.

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

No items were brought up for discussion or questions asked for this agenda item.

25. Community Report – Policy Council Representatives

- Saturday, September 23: Little Lambs Diaper Drive in Logan from 10am-noon
- Saturday, September 23: Center Street Giant Pumpkin Festival from 11am-7pm on Center Street in Logan. The celebration will include a vendor market and food trucks, live music, local street artists, children's activities, free movies at the Utah Theatre, professional photo opportunities, festive street decor, a Giant Pumpkin walk, and the highlight—the Giant Pumpkin Weigh-Off.
- Friday, September 29: Open House of the newly expanded office for Neighborhood Nonprofit Housing Corporation from 1-4pm at 195 W. Golf Course Road Logan. They will be offering tours, light refreshments and anyone interested can learn more about affordable housing options.
- Every Friday & Saturday in October: Hirschi's Haunted Hollow from 7-10pm at 175 N. 800 W. and on Halloween from 7-9pm. They offer regular admission, trick or treating and a younger kid friendly option. This will be the last year they are doing it.
- Thursday, October 5: Paris Elementary School Annual Carnival from 3-7pm at 39 S. Fielding, Paris, Idaho. It is a Punch Pass System - not sure the price this year but last year it was \$5 for 50 punches or \$8 for 100 punches. They will have food vendors, a raffle, etc.
- Saturday, October 21: Bear Lake Monster Mash from 2-5pm at the Bear Lake State Park Visitor Center (25 E. 300 N. St. Charles, Idaho). They will have pumpkin decorating, bobbing for apples, donuts on a string, and more activities. Need to RSVP - message them by October 14 with how many children will be attending with their ages.
- A Literacy Center is being built in Paris, Idaho located across the street from the LDS church at 109 S. Main Street: They are hoping to open in the next month or so and will have after school programs for children or adults that need assistance with literacy. They will also have a Food Pantry in the same location.

26. Parent Committee Meeting Report – Policy Council Representatives

No items were brought up for discussion or questions asked for this agenda item.

27. Calendar Review – Kristie Curtis

-Wednesday-Thursday, October 4-5: Preston Fall Break
-Friday, October 6: EHS Centers closed for teacher training
-Thursday, October 5 & Tuesday, October 10: Paris Fall Break
-Thursday-Friday, October 12-13: Cache, Logan, Box Elder & Malad Fall Break
-Tuesday, October 17: Next Budget Committee Meeting at 10am
-Thursday, October 19: Next Policy Council Meeting at 7pm
-Tuesday, October 24: Board Meeting at 5pm
-Invites for Night Out with Dads, Mingle with Mom events coming up will be coming from your Family Advocate
-Current Policy Council Members are finishing up the 2022-2023 Policy Council year. October's Meeting, unless there is a need for an interim meeting before the new Policy Council is ready, will be the final meeting for this group. The currently elected officers are asked to attend the November Meeting as part of training the new Policy Council. Newly elected Policy Council Members for the 2023-2024 Policy Council year will attend the October meeting to observe.
-Policy Council inquired how to be elected to Policy Council again for the next year. Speak with your Family Advocate to put forth your name to be elected to represent your area. They should also be reaching out to parents to see who is interested in serving on Policy Council. The voting will be done online. The next big event will be the Night Out with Dads and Mingle with Mom.

28. Vote to adjourn the September 21, 2023 Policy Council Meeting – Stacey Clark

With no other business to conduct, the September 21, 2023 Policy Council Meeting was adjourned at 8:17pm.

Motion to adjourn the September 21, 2023 Policy Council Meeting

Motion: David Stone	Seconded: Amy Gyllenskog	Approved: Yes
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