

Chairperson Signature Amy Gyllenskog

Date SEP 19 2024

**BEAR RIVER HEAD START POLICY COUNCIL
2023-2024 Meeting Minutes**

Date: Thursday, August 15, 2024	Start Time: 7:00PM End Time: 7:40PM	Location: Dialpad Meetings: 1-888-602-7505	
2023-2024 Policy Council Members' Attendance		YES	NO
Rachel Ekman*	Brigham Representative		E
	Brigham Alternate		
Anna Sherman*	Tremonton Representative	X	
Jessica Flinn*	Tremonton Alternate		X
Amy Gyllenskog* (Chair & Utah HSAC)	Hyde Park Representative	X	
Alexander Quinn* (Treasurer)	Hyde Park Alternate	X	
Tasneem Mussaji*	Logan Representative		X
Ashley Davis*	Logan Alternate	X	
	Hyrum Representative		
	Hyrum Alternate		
	Smithfield Representative		
	Smithfield Alternate		
	Richmond Representative		
	Richmond Alternate		
Stacey Clark* (Secretary)	Malad Representative		E
Karli Leonardi* (Idaho HSAC)	Malad Alternate		E
	Paris Representative		
Whitney Miles*	Paris Alternate		X
Kristin Fellows*	Preston Representative	X	
	Preston Alternate		
Festus Odunuga*	Nest/Koop Representative	X	
	Nest/Koop Alternate		
	Fishpond Representative		
Kila (Gifford) Carey*	Fishpond Alternate	X	
	Board Representative		
Anna Herrera*	Community Representative	X	
Justin Nuñez*	Community Representative		E

*Trained Policy Council Members

Members needed for a Quorum: 6	
Number of Voting Members who attended the meeting: 7	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: Amy Gyllenskog (Policy Council Chairperson) Meeting Facilitated By: Terrah Smith (Administrative Assistant) Additional Staff in Attendance: Sarah Thurgood (Program Director), Kristie Curtis (Family Services Coordinator), Steph Wood (Centerbased Coordinator), Cassie Petersen (Child Development Manager & Facilities Coordinator)	

1. Vote to approve the hire request of Camila Carbajal as an EHS Pond Part-Day

Infant/Toddler Teacher Assistant – Steph Wood		
Camila just graduated High School. She doesn't have much experience working with Head Start but has taken a couple years of Early Childhood Education and would like to learn about the system a little more. Camila likes to go on walks, be outdoors and do arts and crafts. She feels she'll be a good fit for this position because she is very patient and good at communicating with others.		
Motion to approve the hire request of Camila Carbajal as an EHS Pond Part-Day Infant/Toddler Teacher Assistant		
Motion: Anna Sherman	Seconded: Kristin Fellows	Approved: Yes

2. Vote to approve the transfer request of Lorraine Spencer from PHS Malad Classroom Assistant to PHS On-Call Teacher Assistant – Steph Wood		
Lorraine has worked with Bear River Head Start for three years as a Classroom Assistant. She is a single mother of eight and is looking to transfer to being an On-Call Substitute Teacher Assistant.		
Motion to approve the transfer request of Lorraine Spencer from PHS Malad Classroom Assistant to PHS On-Call Teacher Assistant		
Motion: Anna Sherman	Seconded: Kristin Fellows	Approved: Yes

3. Vote to approve the transfer request of Megan Collins from EHS Pond Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher – Steph Wood		
Megan has been with Bear River Head Start since September of last year as a Teacher Assistant. She recently got her CDA (Child Development Associate) and is hoping to become a Teacher.		
Motion to approve the transfer request of Megan Collins from EHS Pond Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher		
Motion: Kristin Fellows	Seconded: Anna Sherman	Approved: Yes

4. Vote to approve the Bear River Head Start Job Descriptions – Sarah Thurgood		
Every year we review and update our job descriptions. The job descriptions are brought before Board and Policy Council to review on an annual basis so you can be familiar with the different positions here at Bear River Head Start and what their responsibilities are. Policy Council is not responsible for determining if the job duties, etc. are correct for each position. They all align with Performance Standards. We may have someone who applies for a position that has a strong talent in a couple of different areas so we may combine job descriptions to capitalize on their strengths. Sometimes we've had some positions, through attrition or budget cuts, that we may not fill as we have in the past. We only do this with positions that are non-essential. We always need to have correct child to teacher ratios in our classrooms. We always need advocates. In the past we've had different, additional funding that has helped pay for certain positions. You may see a job description for a position that we may not have someone filling currently but we want the job description approved so if we do end up hiring for that position, we can and the job description is ready to go.		
Motion to approve the Bear River Head Start Job Descriptions		
Motion: Kristin Fellows	Seconded: Anna Sherman	Approved: Yes

5. Vote to approve the 2024-2025 Bear River Head Start CACFP Sites – Sarah Thurgood		
Every year we establish the sites where we will be serving food to our enrolled children. Most of the kids that are assigned a CACFP Site are enrolled in Centerbased services and it's usually their classroom. We also have Homebased services and when they have socializations they serve food at those socializations. We also need those sites approved and want our Policy		

Council to be aware of where those sites are. Sometimes, especially for Homebased, we make changes based on enrollment in certain areas to be able to establish a good site for attending socializations. Malad is replacing the Brigham City location for Homebased socializations this year. We have more Homebased children enrolled in Malad and they will attend socializations there.

Motion to approve the 2024-2025 Bear River Head Start CACFP Sites

Motion: Kristin Fellows

Seconded: Kila Carey

Approved: Yes

6. Vote to approve the Bear River Early Head Start Program Information Report (PIR) – Sarah Thurgood

The PIR (Program Information Report) is a synopsis of the program numbers related to all of the Performance Standard requirements as well as other data. It's really interesting information. We may have a requirement such as dental where not all of our enrolled children were able to access dental services during the program year. We are expected to have everyone who is enrolled complete a dental exam. If we are unable to do so, we have to provide a comment on the reason. Sometimes some of the things we ask parents to do may not make sense but by receiving Head Start or Early Head Start funding, we declare that we will follow the Performance Standards and provide those services to enrolled children and families. We have to follow the requirements outlined by the Office of Head Start and some of those requirements are to ensure all enrolled children and their families have access to dental care, medical care and mental health care. Those tend to be the areas that everyone may not understand the reason we must complete those requirements but they are really important. Policy Council Members can help by encouraging other parents to complete those requirements.

The information regarding the Preschool Head Start PIR will be the same as has been shared for the Early Head Start PIR.

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.

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)

Motion: Anna Sherman

Seconded: Kristin Fellows

Approved: Yes

7. Vote to approve the Bear River Preschool Head Start Program Information Report (PIR) – Sarah Thurgood

This report shows the same information for the Preschool Head Start kids. The Preschool Head Start program option for our grantee is bigger which accounts for the larger numbers reported. Policy Council received a copy of the Preschool Head Start Program Information Report (PIR) and accepted the report as a program document that reflects the status of program operations. Policy Council has had an opportunity to review the report, discuss it, and questions were addressed.

For further information, see the notes for agenda item 6. 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: Kristin Fellows

Seconded: Kila Carey

Approved: Yes

8. Vote to approve the July 18, 2024 Policy Council Meeting Minutes – Amy Gyllenskog

Policy Council was asked if they had any questions on the July 18, 2024 Minutes. No questions were asked or changes made to the minutes.

Motion to approve the July 18, 2024 Policy Council Meeting Minutes

Motion: Kristin Fellows

Seconded: Anna Sherman

Approved: Yes

9. Vote to approve the August 1, 2024 Interim Policy Council Meeting Minutes – Amy Gyllenskog

Policy Council was asked if they had any questions on the August 1, 2024 Interim Meeting Minutes. No questions were asked or changes made to the minutes.

Motion to approve the August 1, 2024 Interim Policy Council Meeting Minutes

Motion: Kristin Fellows	Seconded: Anna Sherman	Approved: Yes
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10. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – Amy Gyllenskog

No questions were asked 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: Anna Sherman	Seconded: Kristin Fellows	Approved: Yes
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11. Elect a 2023-2024 Policy Council Vice Chairperson for the remainder of the year – Terrah Smith

This was discussed last month. Our Vice Chairperson had to resign from Policy Council for some family reasons so this position is now open. As a reminder, all elected Policy Council Officers will remain seated in their positions until November when the new Policy Council elects their officers. We ask all Policy Council Officers to follow the Code of Conduct, which means being professional, working together toward problem solving, etc. The main duty of the Vice Chairperson is to fill in, by conducting a Policy Council Meeting if the Chairperson is unable to. We would not ask the Vice Chairperson to attend a Board Meeting, in place of the Chair. At this point in the Policy Council Year, there are only a couple of months' worth of meetings left, September and October, before the new Policy Council takes over. Our Chairperson has only missed one meeting this year for both regular and interim meetings combined so we've only needed someone to fill in once. Policy Council was asked if there were any members interested in filling this position for the remainder of the year. Kristin Fellows put forth her name to fill the Vice Chairperson position. Thank you, Kristin. No other nominations were made. Kristin left the call during the voting process.

Motion to elect Kristin Fellows as a 2023-2024 Policy Council Vice Chairperson for the remainder of the year

Motion: Kila Carey	Seconded: Festus Odunuga	Approved: Yes
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12. Budget Committee & Fiscal Report – Alexander Quinn

The 2024-2025 Fiscal Year is 50% complete as of July 31. This is a rough estimate. Coordinators were asked to see the Fiscal Office with any budget questions. We're waiting on approval (Notice of Award) that the 2023-2024 Head Start grant year has been officially closed out. We've begun the application for the 2025-2026 grant year. The final invoice for the TANF grant year which ended June 30 has been submitted. We received notice from TANF that it was received and the grant year was closed. Independent auditors came on site on July 22 to perform their audit test work. Everything went well. They are still requesting some documentation as they complete their audit procedures and finish up the audit. We anticipate the audit will be presented at the September Board Meeting. A copy of the audit will be sent to the Policy Council as information only once it becomes available. This will include an audit of ERSEA eligibility requirements. US Bank has sent some information options for the P-Card system. The Fiscal Team and Sarah will need to discuss and thoroughly vet the various options and then we can move forward. We're working on getting out mid-year budgets to the Coordinators. The Fiscal Team has been reviewing the budget reports on the fiscal drive in an

effort to determine which reports were historically sent to the Coordinators. The Coordinators were asked during the meeting which budget reports they received from Fiscal historically. We also discussed what the February 40's are that are referenced in prior years.

13. Director's Report – Sarah Thurgood

Extended-day services have begun. Part-day is almost ready to being. We decided to keep a Preschool Head Start Centerbased classroom in Richmond for one more year. We were close to pulling that classroom back into Logan but our staff had strong feelings about trying to fill and provide services to that classroom for one more year. We do our best to be respectful and supportive of our staff. This will be our last year in the Richmond classroom unless something drastically changes for the following year. We have told Richmond City that we most likely will be exiting that contract after this year. They understand and are kind of sad that we're thinking about leaving.

We've been doing pretty well to recruit for most of our classrooms. Our biggest needs for recruitment right now are for our Richmond, Tremonton part-day and Paris classrooms. Those are the three classrooms that have about five or six slots to fill at this point. We expanded our services to include the Tremonton Center a few years back because we had such a big waitlist there. The kids are there but most of the kids and parents want extended-day services. People get their kids on the waitlist for, and want, extended-day but will take part-day services if the other isn't available. The part-day classroom will probably fill up once parents see the extended-day class is full. We are doing pretty well with recruitment for our Paris classroom; better than anticipated because Paris is always so hard to fill. Most of the kids in the Paris Classroom are enrolled in TANF slots. Using TANF funding allows us to enroll children and their families with a little bit higher income. We're a little bit over half-way full in our Richmond Classroom but we'll get it filled. Next year, we will place that classroom where we have more children to enroll. Next month we'll be going over our Program Improvement. We will discuss the things we've learned from this last year, the goals for this next service year and our plans to make changes for Program Improvement.

14. Board Report – Sarah Thurgood

There was no Board Meeting in July. Board has two months every year that they don't meet, July and December. It is in their Bylaws that they don't have meetings those months but they still receive a packet of information which includes most of the same information that is sent to Policy Council.

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

Policy Council was asked if there were any concerns or anything that needed to be talked about. No questions were asked or concerns discussed.

16. Community Report – Policy Council Representatives

- Monday, August 12-Saturday, August 17: Oneida County Fair with the Family Fun Rodeo on Saturday, August 17 at 7:30pm; tickets \$6
- Friday, August 16: Sauerkraut Days Parade in Providence at 5:00pm
- Friday, August 16: Free Movie & Free Popcorn at the Laub Plaza (55 N. Main, Logan) at 8:30pm: playing Finding Nemo
- Saturday, August 17: Sauerkraut Days Park Festivities at Zollinger Park in Providence starting with a Fun Run at 7:00am and ending with a Drone Show at 9:00pm; vendors, food trucks, etc.
- Saturday, August 17: Loaves & Fishes Community Meal at the First Presbyterian Church (200 W. Center Street, Logan) from 11:30am-1:00pm; free community meal open to all every month on the first AND third Saturdays

-Sunday, August 18: Families Feeding Families Back to School Event at Logan Station
 -Saturday, August 24: Center Street Art-Beat Center Street Takeover Music & Arts Festival on Center Street Logan from noon-10pm; local musicians, artisan vendors, food trucks, etc.
 -The Family Place offers Therapy Groups for kids, teens, adults and families; go to thefamilyplace.utah.org for more information

17. Parent Committee Meeting Report – Policy Council Representatives

There haven't been any Parent Committee Meetings during the summer. They will be starting up again soon for the new service year. Family Advocates will share information to invite parents to these.

18. Calendar Review – Kristie Curtis

-Monday, September 2: Labor Day; all staff off
 -Tuesday, September 3: Open Houses for Part-Day Classes
 -Wednesday, September 4: First Day of Services for Part-Day Classes
 -Friday, September 13: Screening Day for Part-Day Classes
 -Tuesday, September 17: Budget Committee Meeting at 10:00am (Policy Council Treasurer to attend)
 -Thursday, September 19: Next Policy Council Meeting at 7:00pm
 -Tuesday, September 24: Board Meeting at 5:00pm (Policy Council Chairperson to attend)

19. Vote to adjourn the August 15, 2024 Policy Council Meeting – Amy Gyllenskog

With no other business to conduct, the August 15, 2024 Policy Council Meeting was adjourned at 7:40pm.

Motion to adjourn the August 15, 2024 Policy Council Meeting

Motion: Festus Odunuga	Seconded: Anna Sherman	Approved: Yes
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