

Chairperson Signature Amy GyllenskogDate 07-23-2024

BEAR RIVER HEAD START POLICY COUNCIL 2023-2024 Meeting Minutes

Date: Thursday, June 20, 2024	Start Time: 7:00PM End Time: 8:02PM	Location: Dialpad Meetings: 1-888-602-7505	
2023-2024 Policy Council Members' Attendance		YES	NO
Rachel Ekman*	Brigham Representative	X	
	Brigham Alternate		
Anna Sherman*	Tremonton Representative	X	
Jessica Flinn*	Tremonton Alternate		E
Amy Gyllenskog* (Chair & Utah HSAC)	Hyde Park Representative		E
Alexander Quinn* (Treasurer)	Hyde Park Alternate	X	
Tasneem Mussaji*	Logan Representative		E
Ashley Davis*	Logan Alternate		E
	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
Brittan Johnson* (Vice Chair)	Paris Representative		E
Whitney Miles*	Paris Alternate		E
Kristin Fellows*	Preston Representative	X	
	Preston Alternate		
Festus Odunuga*	Nest/Koop Representative	X	
Juliane Checketts*	Nest/Koop Alternate		X
	Fishpond Representative		
Kila (Gifford) Carey*	Fishpond Alternate	X	
Zinthia Cornejo	Board Representative	X	
Anna Herrera*	Community Representative	X	
Justin Nuñez*	Community Representative		X

*Trained Policy Council Members

Members needed for a Quorum: 6	
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): 0
Do we have a Quorum? YES	
Meeting Called to Order By: Terrah Smith (Administrative Assistant) Meeting Facilitated By: Terrah Smith (Administrative Assistant) Additional Staff in Attendance: Sarah Thurgood (Program Director), Steph Wood (Centerbased Coordinator), ReNae Torbenson (Homebased Coordinator), Cherie Pierce (Health & Wellness Administrator), Cassie Peterson (Child Development Manager & Facilities Coordinator)	

1. Vote to approve the hire request of Elizabeth Rivera as an EHS Nest/Koop

Infant/Toddler Teacher – Steph Wood		
Elizabeth is hoping to be hired for the Infant/Toddler Teacher position at the Nest. She is from Puerto Rico and will be moving to Utah. Her husband already lives in Utah and is working at the Space Dynamics Lab. Elizabeth has been working with children for more than 10 years. She currently works at a private school in Puerto Rico as the Art Teacher Assistant. She has worked with children aged pre-pre-Kindergarten through fifth grade. Elizabeth is also a Scout Leader and used to work as an English Teacher at another school in Puerto Rico. Elizabeth was introduced at the interim meeting held on June 6. She had not started the position she was approved for (Teacher Assistant) when this Teacher position became available. She was offered the Teacher position and wanted to be approved for that instead.		
Motion to approve the hire request of Elizabeth Rivera as an EHS Nest/Koop Infant/Toddler Teacher		
Motion: Anna Herrera	Seconded: Festus Odunuga	Approved: Yes

2. Vote to approve the hire request of Faith Maldonado as the PHS Smithfield Teacher – Steph Wood		
Faith has worked with students for several years now. She has worked with infants starting at 6 months of age up to fifth graders. Faith will be the extended-day Preschool Teacher in Smithfield. She would really love this position and hopes everything goes great. She thanked Policy Council for the opportunity and looks forward to working with everyone.		
Motion to approve the hire request of Faith Maldonado as the PHS Smithfield Teacher		
Motion: Anna Herrera	Seconded: Zinthia Cornejo	Approved: Yes

3. Vote to approve the following Bear River Head Start Health Policies & Procedures – Cherie Pierce:		
<ul style="list-style-type: none"> -Exclusion Policy -Infection Control Policy -Immunization Policy/Procedure -Emergency Plan 		
There are a few of these policies that were updated this year. Some conditions that coincide with Caring for Our Children (CFOC) were updated on the Exclusion Policy so we are current with those. Last year there were some questions regarding the differences between cleaning, sanitizing and disinfecting. Those were clarified in the Infection Control Policy. There were no changes made to the Immunization Policy/Procedure. The Emergency Plan had two changes; the out-of-state emergency contact for Utah and the designated contact for suite 240 in the main office were updated.		
Motion to approve the following Bear River Head Start Health Policies & Procedures:		
<ul style="list-style-type: none"> -Exclusion Policy -Infection Control Policy -Immunization Policy/Procedure -Emergency Plan 		
Motion: Anna Herrera	Seconded: Kila Carey	Approved: Yes

4. Vote to approve the End-of Year Centerbased Child Development Outcomes – Steph Wood		
Centerbased has both Early Head Start and Preschool Head Start Outcomes. We have seen growth in all of our developmental areas and across all domains in both Early Head Start and Preschool Head Start. We are really happy about that. The areas that stood out for Early Head		

Start that showed the most growth are Approaches to Learning and Self-regulation, Social/Emotional Development and Language and Literacy Development. The few areas that stood out for Preschool Head Start are Social/Emotional Development, Language and Literacy Development and Cognitive which includes math and science. We use these outcomes for our services for the next school year which includes teacher training and in our Program Improvement Report. We use these outcomes to help guide our program.

Motion to approve the End-of Year Centerbased Child Development Outcomes

Motion: Zinthia Cornejo	Seconded: Festus Odunuga	Approved: Yes
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5. Vote to approve the End-of Year Homebased Child Development Outcomes – ReNae Torbenson

Like Centerbased, the Homebased program also showed gains across the five major domains. The areas with the greatest gains were Approaches to Learning, Social/Emotional Development and Cognition. Our Dual Language Learner kids' gains were on par with the non-Dual Language Learners. The children with IFSPs (Individualized Family Service Plans) have almost closed the gap between themselves and the non-IFSP children from their Fall starting points to the Spring Outcomes. That was really exciting to see. We do not complete summer outcomes but, because Homebased is a year-round program, we set summer goals so the parents can continue to work with their children up until the new program year starts in the fall. We continue to train our staff on the ELOF which is the Early Learning Outcomes Framework. All staff will recertify this summer on their DRDP (Desired Results Developmental Profile) rating certification so they can show they are valid and accurate in their rating of children as they track their development.

Motion to approve the End-of Year Homebased Child Development Outcomes

Motion: Anna Herrera	Seconded: Festus Odunga	Approved: Yes
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6. Vote to approve the End-of-Year Family Development Outcomes – Sarah Thurgood

Kristie and her Family Advocates collect outcomes just like the child development staff do. The Family Development Outcomes show gains in all of their areas as well. Sarah stated she'd be happy to answer questions if anyone had any. No questions were asked. Family Advocates do a great job working with the program parents and their families.

Motion to approve the End-of-Year Family Development Outcomes

Motion: Zinthia Cornejo	Seconded: Kila Carey	Approved: Yes
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7. Vote to approve the Bear River Head Start Child Abuse & Neglect Policy – Sarah Thurgood

Every year we must bring the Child Abuse and Neglect Policy for Policy Council and Board review and approval. This is a big deal in our world. We make sure it's very clear in regards to our mandatory reporting requirements. The safety and health of our children are the most important things to us. We update this policy as needed. There were no changes made to it this year because it still follows state law. All staff of Bear River Head Start are mandatory reporting adults. Parents are as well.

Motion to approve the Bear River Head Start Child Abuse & Neglect Policy

Motion: Anna Herrera	Seconded: Zinthia Cornejo	Approved: Yes
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8. Vote to approve the Bear River Head Start Fiscal Procedure – Critical Fiscal Issues – Sarah Thurgood

A few years ago, we had to update some of our timesheet policies and procedures to make sure everything is accurate and everyone is trained on ensuring that timesheets are filled out correctly. This policy was derived from that identified need several years ago. As timesheets

come in, supervisors check all of the time the staff they are supervising put on their timesheets. If there are any questions, they are required to investigate to see what has gone on, if something is amiss, etc. If there is, we take appropriate action. There is also another step in our policies where our Fiscal Office will randomly check staff timesheets. At any time anybody can have their timesheet checked through a random audit to make sure everything is correct and appropriate. This provides checks and balances to this process. The fact that other people are checking these provides further assurances. Sometimes, when staff are reviewing timecards all of the time, they might miss something. We've got to make sure that in our system we've got several people that are stop gaps to ensure everything is the way it should be and appropriate. This information covers both agenda items 8 and 9, Critical Fiscal Issues and the Timesheet Random Audit Procedure. We have both of these procedures in place to have good checks and balances for anything that is money related and, in particular, the time card audit that Sarah discussed.

Motion to approve the Bear River Head Start Fiscal Procedure - Critical Fiscal Issues

Motion: Anna Herrera	Seconded: Festus Odunuga	Approved: Yes
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9. Vote to approve the Bear River Head Start Timesheet Random Audit Procedure – Sarah Thurgood

See agenda item 8. Vote to approve the Bear River Head Start Fiscal Procedure - Critical Fiscal Issues. Sarah asked if there were any questions regarding this agenda item. None were asked.

Motion to approve the Bear River Head Start Timesheet Random Audit Procedure

Motion: Anna Herrera	Seconded: Anna Sherman	Approved: Yes
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10. Vote to approve the One-time Funding Request for Hyrum Classroom Outdoor Improvements – Sarah Thurgood

When our Regional Representatives were visiting a couple of months ago, one of the places Sarah took our Regional Specialist was our Hyrum classroom. Our Hyrum building has been there quite a while but buildings are hard to come by. It is not easy to replace an old building with a new one due to the cost. This year, there is possibly the opportunity to receive one-time funding. We wrote for a one-time funding request last month for some windows for our Hyde Park Center. This month, we are writing for another request for some outdoor improvements to our Hyrum classroom. This will include an ADA ramp that will go out the north end of the building along with an awning that will cover the ramp to protect it from the weather. There will be a sidewalk added and additional fencing that will go around that area. Our playground is out the north door as well. We want to make sure that our playground, the sidewalk that is coming into the building and the ramp are all secure behind fencing. It will help our teaching staff to have a fenced area, as kids and parents are coming and going, to help with our active supervision requirement. There is no guarantee we are going to get this funding but we are going to try for it. These improvements were the idea of our Regional Specialist. We would do the work during the summer when all of the kids are out of school so it is safe and not a risk for our kids. Policy Council was asked if they had any questions. None were asked.

Motion to approve the One-time Funding Request for Hyrum Classroom Outdoor Improvements

Motion: Anna Herrera	Seconded: Zinthia Cornejo	Approved: Yes
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11. Vote to approve the Policy Council Composition – Terrah Smith

The Policy Council Composition went to Board during their May meeting. It is one of their requirements to approve a policy or procedure for how Policy Council Members are elected. The Policy Council Composition outlines who makes up the Policy Council. We review this every

year and there weren't many changes made to it. Some grammar and spacing adjustments were made throughout the document. All references to alternates were removed throughout just as we discussed with the Policy Council Bylaws. In Performance Standards and the Head Start Act it doesn't specify that we must elect a Representative and Alternate for each area. At least 51% of Policy Council must be made up of parents of enrolled children and we can also elect Community Representatives. We are moving towards electing one parent Representative per area. The other changes provide clarity and make the composition flow and read better. The biggest change made was making the adjustments for alternates. Board approved these changes last month.

Motion to approve the Policy Council Composition

Motion: Anna Herrera	Seconded: Festus Odunuga	Approved: Yes
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12. Vote to approve the May 16, 2024 Policy Council Meeting Minutes – Terrah Smith

Policy Council was asked if they were able to review the May 16, 2024 Meeting Minutes and if there were any questions or things that needed to be changed. No questions were asked or changes made.

Motion to approve the May 16, 2024 Policy Council Meeting Minutes

Motion: Zinthia Cornejo	Seconded: Anna Sherman	Approved: Yes
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13. Vote to approve the June 6, 2024 Interim Policy Council Meeting Minutes – Terrah Smith

Policy Council was asked if they had any questions regarding the June 6, 2024 Interim Meeting Minutes or anything that needed to be changed. No questions were asked or changes made.

Motion to approve the June 6, 2024 Interim Policy Council Meeting Minutes

Motion: Anna Herrera	Seconded: Kila Carey	Approved: Yes
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14. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – Terrah Smith

Policy Council was asked if there were any questions regarding this agenda item. None were asked.

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

Motion: Anna Herrera	Seconded: Festus Odunuga	Approved: Yes
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15. Mental Health Team Updates – Steph Wood

Our Mental Health Team is doing really well. They are also called the SET Team (Social/Emotional Team). They go into all of our classes in both Early Head Start and Preschool Head Start and model Conscious Discipline and the Pyramid Model. They work with the teachers, as well as the students, in those classes. They just finished helping with Preschool Head Start and are now able to go into our Early Head Start classes more, which has been really fun. They are also working on training our staff and preparing for Pre-service with both our Preschool Head Start and Early Head Start staff to provide trainings on Conscious Discipline and the Pyramid Model. They have been a really great asset to both our Centerbased and Homebased programs. Sarah also calls them our Special Ops team! Other Head Start programs around do not have a Special Ops team. We do because it is so important to us that the children enrolled in our program grow, develop and gain the skills that will help them transition into Kindergarten and navigate the school system. We look at this little amount of time we have with them as a little golden moment. Steph and her Centerbased team, along with the Homebased team, put so much into your kids. They really want them to be successful. What they do for

these kids is phenomenal. We were so excited about the End-of-Year Social/Emotional Outcomes that were so fantastic in both the Early Head Start and Preschool Head Start programs. That is a result of the Teachers, the Mental Health SET Team and the kids just doing the work and growing and learning.

16. Program Performance Report – Sarah Thurgood

ReNae Torbenson, the Homebased Coordinator, compiles this report every month and does a phenomenal job. All of the Coordinators give her their information, the report is run and then included in the Policy Council packet for the meeting. Each area of the program is meeting all of their milestones. We're doing really well. There are no worries with program performance. The Coordinators are in the middle of gathering all of their data for the PIR (Program Information Report) which will come to Policy Council in a couple of months.

17. Budget Committee & Fiscal Report – Alexander Quinn

Budget Committee had a short meeting this month. The 2024-2025 Fiscal Year is approximately 33% complete as of May 31. The TANF grant year will end on the 30th of June and has been fully expended. We have renewed the TANF contract for next year with a modest increase in funding expected. The Fiscal Office has completed the process for the CACFP renewal with Utah and Idaho for the 2024-2025 service year with the help of Sydnee, a Bookkeeper from Jones-Simkins, which is a CPA firm. Andy Hernandez, our Fiscal Officer, is a CPA (Certified Public Accountant) at Jones-Simkins and Sydnee is part of his team there. She helps us with a lot of the bookkeeping and A/P (Accounts Payable) along with other fiscal tasks. She is very helpful. The Fiscal Office is scheduled to complete the annual audit during July 2024. The audit will be presented at the September Board Meeting. A copy will be sent to Policy Council as information only once it becomes available. The audit will include the audit of ERSEA eligibility requirements. The last thing Budget Committee talked about was that a one-time funding request will be submitted for the amount of \$37,575 to improve the access point for the north door of the Hyrum classroom. Funding will be used to add an ADA ramp, awning, concrete sidewalk and fencing for the north exit/entrance into the Centerbased classroom.

18. Director's Report – Sarah Thurgood

We have a 1998, maybe 2000, Toyota Tacoma. It's old but it's a truck and having a truck in our fleet is helpful for carrying things like fibar for playgrounds. Somebody stole our truck from our Logan classroom. We called the police and they put out a truck stolen alert. It was found in Box Elder County, in Corrine. The last month or so, Sarah has been working to gather all of the information about this. The truck was towed to a tow yard and then they sent us a bill. This is what alerted us that our truck had been found. Sarah has been talking with the different police departments in Brigham City, Box Elder County and Logan City in Cache County. It seems there was some miscommunication between the police departments regarding where the truck was. There were a couple of things that needed to get fixed on the truck after we found it. We want to keep that truck for when we need to haul something so we will bring it back to Logan afterward. It will be included in all of our reports that we are increasing our security systems at all of our centers. If we can find out more about the person who stole the truck, we will press charges. The truck was stolen after Policy Council met but before Board last month so the information was shared with Board during their last meeting.

Our Richmond Classroom lease is ready to be renewed. We used to have a portable classroom on the property where the Richmond City Office building is now. That used to be an elementary school and Sarah used to teach out in that classroom and loved teaching there. Richmond City needed that space to expand their parking lot so they traded us. They asked us to give them our portable, which was 25-30 years old by then, and they offered to let us lease some space in the

old City Office building. That is where our Richmond Classroom is located now. We've had a really good deal on rent up to this point. We've been paying \$650 per month for rent plus our share of the utilities. As mentioned in Sarah's Director's Report that was included in the Policy Council packet, the city likes to rent out the gym area in that space for parties or weddings, etc. If they can make more money from it, the city would like to do so. Sarah has been in negotiations with Richmond City. She was hoping they would just let us have that entire space and maybe pay a little more and not rent it out except for when the city needs it for Black and White Days and some of their city celebrations. The City Council and Mayor discussed it and, in the end, they don't want to completely give up the space and not be able to rent it out on weekends. The best deal we're going to possibly get at this point is, which is not great, we will pay \$1600 a month in rent which includes the utilities we use for that classroom space. If they have the opportunity to rent out the gym area on weekends they will. We also have access to the gym which is such a great area for those kids. Our classroom is fine and protected, but the gym area we will have to share. We will sign the lease but moving forward, we will be looking for an alternative location for a classroom in that Richmond/Lewiston/Cove area. We've got a classroom in Preston but we also need one in that area. We don't have a lot of time to make a big change this summer while we're trying to get ready for next school year so we'll stick with what we've got for this next year and keep looking, starting now, for anything else that might be a better price, deal, location, set up, etc. for us.

Our Preston classroom is fine. We've got one classroom but will have two classes coming through that classroom each day. Our teacher, Mindy, is going to teach both the morning and afternoon sessions like Kindergarten teachers do in the school system. She is really excited to do it. Mindy has been with us for many years and is fabulous!

Alexander, your report was spot-on again!

19. Board Report – Zinthia Cornejo

We had a new Board Member participate at our Board Meeting. His name is Lucas Martin. Board approved the 2024 COLA for 2.35%. They also reviewed the Program Workplans. Zinthia is one of our new Board Members who hasn't been on the Board for very long. She did really well presenting this report!

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

Policy Council was asked if they had anything they'd like to discuss or questions to ask. No questions were asked or items discussed.

21. Community Report – Policy Council Representatives

- Saturday Mornings: Cache Valley Gardener's Market in downtown Logan (199 North Main Street) from May 11-October 19
- Saturday Mornings: Cache Valley Kids Market located at both Elk Ridge Park (1190 East 2500 North, North Logan) and the Hyrum City Baseball Fields (800 East Main Street, Hyrum) from 9:00am-12:00pm; A Farmer's Market Run by Kids!
- Wednesdays: Center Street Market Days on Historic Center Street in downtown Logan from 10:00am-3:00pm from June 5-August 7
- Every other Wednesday Night: Preston Idaho Farmer's Market at the City Park from 5:00-8:00pm from June 5-October 23; the next one will be on July 3.
- Wednesdays through August 21 & Saturday August 31: "alive AFTER 5" free Community Concert Series from 6:30-8:00pm at the Carol and Jim Laub Plaza (55 North Main, Logan); bring your own chair!
- New Free Splash Pad: Open Memorial Day through Labor Day at the Carol and Jim Laub Plaza (55 North Main, Logan); closes half an hour before Evening Special Events

22. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if anyone went to a Parent Committee Meeting in May that would like to share. Parent Committee Meetings are not being held during the summer. Nothing was shared. As the new school year gets going, we'll make sure word gets out about events scheduled for the fall for all of the enrolled families.

23. Calendar Review – Terrah Smith

-Thursday, July 4 & Friday, July 5: Independence Day Holiday; all staff off both days
-Tuesday, July 16: Budget Committee Meeting at 10:00am for Alexander, our Policy Council Treasurer to attend
-Thursday, July 18: Policy Council Meeting at 7:00pm
-Wednesday, July 24: Pioneer Day Holiday; all staff off
Please help us recruit! Spread the word to family, friends and anyone you think might be interested. We are accepting applications right now to enroll kids for next year. We have openings in Early Head Start for ages 0-3 in Homebased and Centerbased options and in Preschool Head Start for ages 3-5 in Centerbased options. We really need help recruiting in the Paris/Bear Lake area. If you know of anyone, tell them to get on our website at brheadstart.org and apply online. We also need help recruiting for our Richmond classroom and our Hyde Park Center. Kids for this center can come from Smithfield, Hyde Park and the north end of Logan. We also need help recruiting for our part-day Tremonton Class. Our extended-day classrooms are very popular but our part-day classes are also lots of fun with really great teachers! Policy Council asked what information they can share with family from Garden City to pass on. Encourage people to get on brheadstart.org. We have online applications and other information about our enrollment process posted there along with the income guidelines and age requirements. Our Paris Classroom is located in the Paris Elementary School. It's such a great setup. If you have Facebook or Social Media, please share our page. We have posts up saying "Now enrolling for next year." That will help spread the word to all of our communities. There is a link on our Facebook page that will take you to our website. Policy Council asked if we have both part-day and full-day in Paris. We just have part-day in Paris. Policy Council shared that Box Elder Interagency Council has a Facebook page that we could possibly post on as well. We will check with them. Thank you! There were some fliers included in the Policy Council packet this month that you can also share with others. They have our website listed and a little information about the program as well.

24. Vote to adjourn the June 20, 2024 Policy Council Meeting – Terrah Smith

With no other business to conduct, the June 20, 2024 Policy Council Meeting was adjourned at 8:02pm.

Motion to adjourn the June 20, 2024 Policy Council Meeting

Motion: Anna Herrera	Seconded: Zinthia Cornejo	Approved: Yes
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