

Chairperson Signature Amy Gyllenskog

Date 10-23-2024

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

Date: Thursday, September 19, 2024	Start Time: 7:00PM End Time: 7:45PM	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		E
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	X	
	Paris Representative		
Whitney Miles*	Paris Alternate		E
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		X

***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): 2
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), Denise Ayala (ERSEA Manager)	

1. Vote to approve the hire request of Erika Hoge as the PHS Paris Classroom Assistant –

Steph Wood		
Erika went to Paris Elementary and is pretty familiar with the school. She graduated from High School two years ago and is studying Child Education and Development as well as Nursing. Erika has spent the past year nannying kids, specifically autistic kids, and has really enjoyed that. When she saw there was an opening to work with 3-5 year old children, she was pretty excited about it. She feels like she gets along really well with that age group. Erika is the oldest of eight kids so she's been around children her entire life and absolutely loves working with them.		
Motion to approve the hire request of Erika Hoge as the PHS Paris Classroom Assistant		
Motion: Anna Herrera	Seconded: Karli Leonardi	Approved: Yes

2. Vote to approve the hire request of Ariana Torres-Mejia as an ERSEA Assistant – Kristie Curtis		
Ariana is turning 19 soon. She is attending Weber State University online and studying to be an Ultrasound Technician. She loves kids and thinks they are adorable. She has a nephew who just started kindergarten and a future niece or nephew on the way. Ariana has experience working with babies up through fifth graders. She used to teach at her church as a Catechist. She mainly taught kindergarteners and first graders. Her last year teaching she taught third to fifth graders. She recently stopped teaching to focus on school and find a better job.		
Motion to approve the hire request of Ariana Torres-Mejia as an ERSEA Assistant		
Motion: Kristin Fellows	Seconded: Anna Herrera	Approved: Yes

3. Vote to approve the transfer request of Abigail Gingles from Social Emotional Coach to On-Call Disability Aide – Steph Wood		
Prior to being a Social Emotional Coach, Abigail was initially hired on as a Disability Aide. She has thoroughly enjoyed both positions. At this time, Abigail wants to transfer to the on-call Disability Aide position to finish her degree in Psychology and Special Education. Upon finishing, she hopes to come back to Head Start full-time and continue progressing here as she thoroughly enjoys the company.		
Motion to approve the transfer request of Abigail Gingles from Social Emotional Coach to On-Call Disability Aide		
Motion: Karli Leonardi	Seconded: Tasneem Mussaji	Approved: Yes

4. Vote to approve the transfer request of Andrea Trujillo-Gonzalez from PHS Child Development Assistant to PHS Richmond Teacher – Steph Wood		
Andrea has an Associate's Degree in Early Childhood Development. She has experience working with children in several child care centers in California. Andrea moved here and got hired at Bear River Head Start as a Child Development Assistant and is now transferring to lead Teacher for the Preschool Head Start Richmond classroom.		
Motion to approve the transfer request of Andrea Trujillo-Gonzalez from PHS Child Development Assistant to PHS Richmond Teacher		
Motion: Anna Herrera	Seconded: Karli Leonardi	Approved: Yes

5. Vote to approve the Addendum to the ERSEA – Recruitment & Enrollment Policy – Denise Ayala		
We have a new Performance Standard from the Office of Head Start that needs to be implemented by October 21, 2024. If we can determine that a family spends more than 30% of their total gross income on housing costs, we will be able to adjust their income. This can be calculated for any family that is over income. Once we get more clarification on how to calculate		

the 30%, we will start implementing that into our verification process. Once that comes through and Board and Policy Council approve this addendum, we are ready to move forward.

Motion to approve the Addendum to the ERSEA – Recruitment & Enrollment Policy

Motion: Anna Herrera	Seconded: Kristin Fellows	Approved: Yes
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6. *Vote to approve the Bear River Head Start Program Improvement Report which includes: - Sarah Thurgood

- Grantee Program Improvement & Short-Term Goals
- Each Program Area’s:
 - Self-Assessment
 - Program Improvement
 - Short-Term Goals
 - Parent & Staff Surveys
 - Training & Technical Assistance (T&TA) Plans
- PHS & EHS Centerbased School Readiness Goals*
- EHS Homebased School Readiness Goals*
- Child & Family Outcomes

Please note the School Readiness Goals will be included as part of the annual grant renewal application

There is a big process that goes into compiling the Program Improvement Report that Sarah has outlined multiple times. Policy Council was given two separate reports that were included in the packet this month. First is the short, more abbreviated version that includes the Short-Term Goals for the entire grantee, program improvement for the entire grantee and the training schedule for Board and Policy Council. The big report includes the program improvement information for each program option. Every program option goes through the same process where they gather surveys, run reports and dig deep to analyze their part of the program. They include all of their raw data (actual responses, etc.) in their report. Sarah uses their data to create the goals for the entire grantee. The big report includes a lot of interesting information. We try to be very transparent and share the feedback we receive. Each program area develops their own Short-Term Goals, training plans and ideas for program improvement for the next 12 months. Each year we complete this process, we aim to make this report easier to go through because there is so much information. Some years we’ve included all of the information in one large document which can be overwhelming. We’ve organized the report in two parts this year; the abbreviated version will go to the Region and will be included in the Continuation Grant Application. The larger document includes the depth of the research that went into this process and all of the data we collected.

Policy Council received a copy of the Bear River Head Start Program Improvement Report which includes the Grantee Program Improvement & Short-Term Goals and each Program Area’s: Self-Assessment, Program Improvement, Short-Term Goals, Parent & Staff Surveys, Training & Technical Assistance (T&TA) Plans, the PHS & EHS Centerbased School Readiness Goals, the EHS Homebased School Readiness Goals and Child & Family Outcomes and accepts the report as a program document. Policy Council has had an opportunity to review the report, discuss it, and any questions were addressed.

Motion to approve the Bear River Head Start Program Improvement Report

Motion: Anna Herrera	Seconded: Karli Leonardi	Approved: Yes
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7. Vote to approve the August 15, 2024 Policy Council Meeting Minutes – Amy Gyllenskog

Policy Council was asked if anyone had questions on the Policy Council Meeting Minutes. The Policy Council Chairperson made sure they knew where to find the minutes to review. No

questions were asked or changes made to the August 15, 2024 Policy Council Meeting Minutes.		
Motion to approve the August 15, 2024 Policy Council Meeting Minutes		
Motion: Karli Leonardi	Seconded: Anna Herrera	Approved: Yes

8. Vote to approve the August 26, 2024 Interim Policy Council Meeting Minutes – Amy Gyllenskog		
Policy Council was asked if they had any questions about these minutes. No questions were asked or changes made to the August 26, 2024 Interim Policy Council Meeting Minutes.		
Motion to approve the August 26, 2024 Interim Policy Council Meeting Minutes		
Motion: Anna Herrera	Seconded: Kristin Fellows	Approved: Yes

9. Vote to approve the September 9, 2024 Interim Policy Council Meeting Minutes – Amy Gyllenskog		
Policy Council was asked if they had any questions. No questions were asked or changes made to the September 9, 2024 Interim Policy Council Meeting Minutes.		
Motion to approve the September 9, 2024 Interim Policy Council Meeting Minutes		
Motion: Karli Leonardi	Seconded: Anna Herrera	Approved: Yes

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 Herrera	Seconded: Karli Leonardi	Approved: Yes

11. Fiscal & Grant Training – Sarah Thurgood		
<p>Included in the Fiscal Report sent to Policy Council as part of their packet is some information about Fiscal and Grants prepared by Andy Hernandez, our Fiscal Officer. Next month, we will bring our Continuation Grant Application to Policy Council and Board so we can get it approved and turned in to the Regional Office by November 1. Last year we submitted our Baseline Grant which was for year one of a five-year grant cycle. This year, we do not have to compile the full comprehensive Baseline Grant Application like we did last year. Grantees provide the Baseline and then provide updates with each Continuation Grant Application to show the Regional Office how they're improving each year as they move forward within their five-year grant cycle. For the Continuation Grant for year two of the five-year grant cycle, we update all of our goals and anything that has changed in the grant since the last grant year. The program portion of the grant discusses everything we do in our program. The abbreviated portion of the Program Improvement Report and Grantee Short-Term Goals will be submitted with the grant. Sarah will update the Community Assessment and that will be included as well. We include our School Readiness Goals, Child and Family Outcomes and other information about the program so they know how the program is doing. The fiscal portion is the budget for the next grant year which will be from February 1, 2025 to January 31, 2026. The budget will account for all of the funding available and will be broken into budget categories. Our funding is the same every year, unless we get a COLA award that we get to use toward increasing salaries but we expect our funding to be about the same for next year. Andy is working really hard to get the budget and the financial items together for the submission of the grant. Terrah, as the Administrative Assistant, will combine the program and fiscal pieces of the grant application and submit it online through the HSES system.</p>		

12. Program Performance Report – Sarah Thurgood
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This is the first month we've included the Program Performance Report for the new school year. We didn't include it last month since not all of our services had started yet. We are meeting all of our milestones. There are a lot of deadlines we have to meet at the beginning of the year, especially with medical and dental health. The kids need to be assessed and if follow up appointments are needed, we work with families to get those set up and done. We call these the 30, 45 and 90-day deadlines for medical, dental and mental health. Policy Council can help by getting these appointments taken care of for their kids and going back to their Parent Committee Meetings and reminding parents that medical, dental and mental health are a big part of what we are required to do with our grant. Making sure families have medical homes and getting appointments as needs come up is part of that. Everything is going well. Sarah will let Policy Council know of any concerns.

13. Budget Committee & Fiscal Report – Alexander Quinn

This week's meeting wasn't very long. The 2024-25 Fiscal Year is approximately 58% complete as of August 31. They were reminded to see the Fiscal Office with any budget questions and that signed Job Descriptions are due back to the Fiscal Office by September 30. They are waiting for approval, or Notice of Award, that the 2023-24 Head Start grant has been officially closed out and have started the application for the 2025-26 grant year. The Auditors came on site on July 22 to perform their audit test work. Everything went well. They are still requesting some documentation as they perform their audit procedures and finish up audit test work. It is anticipated that the audit will be presented at the October Board Meeting. A copy of the audit will be sent to the Policy Council as information only once it becomes available. This will include the audit of ERSEA eligibility requirements. U.S. Bank has sent information and options for the P-Card system. The fiscal team and Sarah need to properly vet the options and then they can move forward. They're working on getting out mid-year budgets to Coordinators.

14. Director's Report – Sarah Thurgood

As you know, active supervision is extremely important for all of our centers and for everything we do here. Several years ago, we had a child in Hyrum that got out the back door and went out to our playground. When things like that happen, we have to report it to the Office Head Start, our Regional Office, Board and Policy Council because it's an active supervision or safety incident. We had an incident in one of our Tremonton classrooms. Policy Council was sent the incident report in their packet. The report was turned in to the Office of Head Start through the HSES System. Sarah contacted Anne, our Regional Office Specialist, and let her know what happened. Now, as a result of our last Corrective Action Plan, we have a third staff member in each classroom. One staff member is stationed at the door during drop off and pick up times because we have to be very intentional and exceptional in making sure that no child is able to get out of the classroom unattended. There was a Teacher Assistant stationed at the Tremonton classroom door and one child went out the door, following another parent and their child. They didn't get very far, but that's not the point. We cannot ever let a child out the door unattended or without their legal guardian. Luckily, the child's father was right there and brought her back in with him. This is something that cannot happen, ever. When something like this happens, the staff member must report it to their supervisor immediately and it is reported up the lines to Sarah. This incident was not reported right away. When we found out about it, we took the proper steps, investigated, and the incident report was made and submitted. Sarah and Steph Wood, the Centerbased Coordinator, spoke with the parents. Of course, they were very upset; we all would be. The staff member involved in this incident resigned and some parents over in the Tremonton area were concerned because they really like this staff member. We love and try to support our staff. If it's possible for our staff to continue working with us, that would be our first choice. There are two parts to this situation, the incident and how the staff handled it. There

needs to be complete transparency in Head Start. We don't hide things. Sometimes attitude and what a person does and how they handle a situation goes a long way. If people are willing to learn and recognize what needed to be done differently, we work with them. Sarah will share this with Board. All Coordinators spoke with their staff and let them know if there is a report that has to go to the Regional Office and the Office of Head Start, Board and Policy Council will also be made aware of it. Policy Council was asked if they had any questions. No questions were asked. We want to make sure that Policy Council, staff and all parents know that the number one thing in our program is that every child deserves to come to a classroom where it is safe, where they are protected and feel loved, and that they can learn and be with their friends and have a fabulous, reassuring, loving experience. We are committed to making sure this happens. When it comes down to it, the children have to come first. Policy Council was asked again if they had any questions. No questions were asked.

15. Board Report – Sarah Thurgood

Last Board Meeting, Gary Anderson, our legal Counsel came and provided his annual legal training for all of our Board Members. He has been our attorney for many years. Our new Board Members received the in-depth training for new members and all other members benefitted from that review. We always discuss the same things at Board Meetings that Policy Council does. Both may not approve the same things, but we want to make sure that both governing bodies are aware of what's happening for the program including any concerns, good things, bad things, etc.

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

Policy Council was asked if there were any concerns from anyone or anything that needed to be discussed. No items were brought up for discussion.

17. Community Report – Policy Council Representatives

-Saturday, September 28: Center Street Giant Pumpkin Festival on Center Street in Logan from 11am-7pm; free kids' activities, local vendors, food trucks, giant pumpkin weigh off, giant family scavenger hunt, movies, dancing, food, pie eating contest, etc.
-Friday-Sunday, October 11-13: October Rock & Gem Show at the Cache County Fairgrounds Event Center (450 S. 500 W., Logan); Friday and Saturday 10am-6pm & Sunday 10am-5pm; Adults \$3, Family \$10, children under 12 free; rocks, minerals, fossils, jewelry, displays, educational exhibits, children's activities, etc.
-Thursday-Saturday, October 10-12 and Monday & Tuesday, October 14 & 15: North Logan Pumpkin Walk at Elk Ridge Park (1150 E. 2500 N., North Logan) from 10:00am-10:00pm; This is a free event

18. Parent Committee Meeting (PCM) Report – Policy Council Representatives

There have been a couple of the first Parent Committee Meetings (PCM's) of the year, called Family Fun Nights this year. They are going on this month and next month. Advocates should be getting you the invitation for your area.

19. Calendar Review – Kristie Curtis

-Tuesday, October 1: Brigham Family Fun Night PCM from 5:30-7:00pm
-Thursday & Friday, October 3 & 4: Preston Fall Break
-Tuesday, October 8: Budget Committee Meeting at 10:00am
-Tuesday, October 8: Paris Family Fun Night PCM from 5:30-6:30pm; Tremonton Family Fun Night PCM from 5:30-7:30pm
-Thursday & Friday, October 10 & 11: Paris Fall Break

- Thursday, October 10: Malad Family Fun Night PCM from 5:30-7:30pm
- Thursday, October 10: Policy Council Meeting at 7:00pm; Policy Council usually meets on the third Thursday at 7:00pm every month. Due to Logan, Cache & Malad Fall Break on October 17-18, Policy Council will be held early in October.
- Friday, October 11 & Monday, October 14: Box Elder Fall Break
- Thursday & Friday, October 17 & 18: Logan, Cache, Malad Fall Break
- Tuesday, October 22: Board Meeting at 5:00pm

20. Vote to adjourn the September 19, 2024 Policy Council Meeting – Amy Gyllenskog

With no other business to conduct, the September 19, 2024 Policy Council Meeting was adjourned at 7:45pm.

Motion to adjourn the September 19, 2024 Policy Council Meeting

Motion: Karli Leonardi	Seconded: Anna Herrera	Approved: Yes
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