

Chairperson Signature _____

Date 02-21-2025 _____

**BEAR RIVER HEAD START POLICY COUNCIL
2024-2025 Meeting Minutes**

Date: Thursday, January 16, 2025	Start Time: 7:00PM End Time: 7:51PM	Location: Dialpad Meetings: 1-888-602-7505	
2024-2025 Policy Council Members' Attendance		YES	NO
Josie Smith* (Chairperson)	Brigham Representative	X	
	Tremonton Representative		
	Hyde Park Representative		
Cassidy Macoubrie* (Vice Chairperson)	Logan Representative	X	
	Hyrum Representative		
Haylee Fellows*	Smithfield Representative		E
	Richmond Representative		
Karli Leonardi* (Secretary)	Malad Representative	X	
Zach Johnson* (Treasurer & ID HSAC)	Paris Representative		X
Kristin Fellows*	Preston Representative	X	
Festus Odunuga*	Nest/Koop Representative	X	
Janeth Ocampo* (UT HSAC)	Fishpond Representative	X	
Heather Crockett	Board Representative	X	
Justin Nuñez*	Community Representative		X

***Trained & Seated Policy Council Members**

Members needed for a Quorum: 5	
Number of Voting Members who attended the meeting: 6	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: Josie Smith (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 Bethany Nash as a PHS Logan Teacher Assistant – Steph Wood

Bethany graduated from Utah State University this past semester with a Bachelor's Degree in Psychology, Human Development and Yoga Studies. She has been working with children for about ten years of almost all ages ranging from 0-12. She's has experience working at family fitness centers, as a camp counselor, in the human development labs on campus, which she really loved, and another preschool with her mom. Bethany loves kids; they're so fun. She feels that working with kids is important because they're the future adults. She has a lot of experience creating lesson plans and working with objectives to improve development and reach milestones. Bethany is looking forward to working with the children at the Bear River Head Start Center in Logan. Policy Council asked Bethany about her career plans for the next five years. Bethany plans to eventually become a Pediatric Therapist. That is her long-term goal. She needs to attend graduate school and receive a Doctorate Degree to do so. Right now, Bethany

plans to teach preschool or work with kids closely in another similar capacity for the next five years to gain experience. She really enjoys working specifically with children of preschool age.

Motion to approve the hire request of Bethany Nash as a PHS Logan Teacher Assistant

Motion: Heather Crockett

Seconded: Cassidy Macoubrie

Approved: Yes

2. Vote to approve the hire request of Cindy Kunzler as an EHS Nest/Koop Infant/Toddler Teacher – Steph Wood

Cindy is requesting to be hired for the Infant/Toddler Teacher position at the Nest/Koop Center in Logan. She graduated from Utah State University in December majoring in Early Childhood, Elementary and Special Education for ages birth to five. Throughout college she worked in various early childhood, special education and elementary school settings. This includes student teaching at the Inclusion Preschool in Logan and the child development labs on campus. Cindy also taught lessons in a Kindergarten and a second grade classroom and has shadowed various providers in the Up to 3 program. She also worked a summer as an infant Teacher. Cindy is excited to work at Head Start, see the children grow and be able to help them with their social/emotional skills. Policy Council asked about her career goals for the next five years. Cindy wants to become the best Teacher she can be and be able to help in all aspects of child development. Some preschools don't have an emphasis on social/emotional development and play as much. Cindy wants to work on learning those skills more as a Teacher. Policy Council inquired how much experience Cindy has working with children. She worked with kids throughout her college career for the last three years and before that she worked in preschools and daycares. She's had experience with children for most of her working life. She just graduated from college and has done what she needed to with practicums and student teaching to graduate with her degree and has experience prior to that.

Motion to approve the hire request of Cindy Kunzler as an EHS Nest/Koop Infant/Toddler Teacher

Motion: Cassidy Macoubrie

Seconded: Heather Crockett

Approved: Yes

3. Vote to approve the hire request of Kiralyn Olsen as the PHS Hyde Park Soar Extended-Day Aide – Steph Wood

Kiralyn is requesting to be hired as a Preschool Extended-Day Aide. She will be starting online school in the fall attending BYU-Idaho and majoring in Elementary Education. She already has her Associate's Degree from Snow College in the same major. Kiralyn's plan for the next five years is to become an Elementary School Teacher after she graduates. She worked as a Pediatric Dental Assistant and helped young patients feel comfortable and supported during dental visits. She was also a Piano Teacher Aide for young children, introducing them to music in a fun and engaging way while helping them be creative and disciplined. Both of these experiences allowed her to make a positive impact in children's lives. She helped the children develop needed skills. With her experience working closely with children, Kiralyn has grown a strong communicating, patient and nurturing approach. She feels she would be a perfect fit for the Preschool Aide role.

Motion to approve the hire request of Kiralyn Olsen as the PHS Hyde Park Soar Extended-Day Aide

Motion: Cassidy Macoubrie

Seconded: Festus Odunuga

Approved: Yes

4. Vote to approve the hire request of Neftali Del Mazo as a PHS Logan Teacher Assistant – Steph Wood

Neftali is requesting to be hired for the Teacher Assistant position in Logan. She is currently an Education major at Utah State University and is really interested in becoming an Early Education Teacher. So far she has taken the introductory course to Elementary Education

because she wasn't sure which grade level she wanted to teach. Right now she is really interested in teaching preschool. Neftali has experience volunteering at The Family Place in the preschool in Providence as a Teacher Assistant for four years. She's really passionate about kids and helping them learn and navigate and getting them ready for life. Questions were asked regarding which position Neftali is seeking approval for, what the requirements are for a degree for that position and if there will be a time conflict for her while she's attending school and working. Neftali is seeking approval for a Teacher Assistant position which doesn't require a degree. She is attending school online at night and will be working during the day. Another new hire is also going to school. When teaching staff seek to hire someone, they discuss the schedule in detail including when they need to be in the classroom with the potential staff member. Neftali is one of the new hires that wants even more hours. This is a 32.5 hour a week position but she mentioned she wants to work full time. There shouldn't be a time conflict for her.

Motion to approve the hire request of Neftali Delmazo as a PHS Logan Teacher Assistant

Motion: Cassidy Macoubrie	Seconded: Karli Leonardi	Approved: Yes
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5. Vote to approve the hire request of Shyler Nixon as a PHS Extended-Day Aide – Steph Wood

Shyler is requesting to be hired for the Preschool Extended-Day Aide position. She has several years of hands on experience in childhood education having assisted her mom with her preschool from when she was around ages 11-18. The preschool was in their basement so Shyler was there most of the time. Shyler also worked as a Title I Aide and Librarian at the Elementary School in her home town further developing her skills in supporting young learners. She's excited to work at Head Start and help these wonderful kids. She's always had a strong devotion to helping kids learn and creating an awesome environment for them to learn in. Shyler believes she will be an excellent fit for this role due to her strong work ethic, ability to connect with kids and how well she gets along with others.

Motion to approve the hire request of Shyler Nixon as a PHS Extended-Day Aide

Motion: Janeth Ocampo	Seconded: Cassidy Macoubrie	Approved: Yes
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6. Vote to approve the transfer request of Sydni Rogers from the PHS Richmond Classroom Assistant to PHS Hyde Park Discover Teacher Assistant – Steph Wood

Sydni wants to transfer from the Richmond Classroom Assistant to a Hyde Park Center Teacher Assistant. She has been a Classroom Assistant for the last two years and has been working on her CDA (Child Development Associate). Sydni has completed her hours so she's really close to finishing that process. She's excited to have this new position and be able to be a part of these kids' learning and growing and making their lives better.

Motion to approve the transfer request of Sydni Rogers from the PHS Richmond Classroom Assistant to PHS Hyde Park Discover Teacher Assistant

Motion: Heather Crockett	Seconded: Kristin Fellows	Approved: Yes
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7. Vote to approve the transfer request of Kirsha Pearce from an EHS Pond Infant/Toddler Teacher Assistant to an EHS Pond Infant/Toddler Teacher – Steph Wood

Kirsha is requesting a transfer from Infant/Toddler Teacher Assistant to Infant/Toddler Teacher. She graduated from Utah State University with a Family Studies degree in May of 2021. She has been working as a Teacher Assistant since August and has enjoyed getting to know all of the kids. Kirsha is excited to move into this new role and collaborate with the families. Policy Council asked what her five year goal plans are. She's hoping to stay in this teaching position for a while. It has been really fun to sub in and out of classes but Kirsha is really excited to be constant in one class so she can really get to know the kids, build on their strengths and teach

them as much as she can.

Motion to approve the transfer request of Kirsha Pearce from an EHS Pond Infant/Toddler Teacher Assistant to an EHS Pond Infant/Toddler Teacher

Motion: Karli Leonardi

Seconded: Kristin Fellows

Approved: Yes

8. Vote to approve the Bear River Head Start Board and Policy Council Code of Conduct – Sarah Thurgood

We have codes of conduct in place for employees, Board and Policy Council. In Performance Standards, we're required to ensure we have standards of conduct for all of the different groups of people we work with in our program. The Board and Policy Council Code of Conduct outlines what the expectations are for Board and Policy Council Members, how we expect them to communicate with each other and staff and their roles and responsibilities. Parent knowledge and opinions are very important to our program because your kids are who we are educating. We take into consideration very strongly your thoughts and items of concern. That is why concerns are addressed as an agenda item during Policy Council meetings. After Policy Council, if there are concerns, the management team is immediately on a call making strategies for how to address them. There are also things in the program that are administrative decisions such as staffing patterns which regards where we put staff and where they will have the best fit. For example, if the need arises to terminate a staff member, which Policy Council has just experienced, there may be more information about the situation that Policy Council doesn't know. There is a trust factor that has to go both directions. We trust parents to give input and share what their concerns are and there are times when we have to make administrative decisions and we appreciate the support of the parents. This is part of the Code of Conduct. If you do have concerns, take it to the lowest level possible with the person you have the concern with first and then work up from there. Many of the items listed in this Code of Conduct such as respect and communication apply to everyone as expected standards of conduct. Policy Council was asked if they had any questions. Policy Council stated they think we're doing a great job.

Motion to approve the Bear River Head Start Board and Policy Council Code of Conduct

Motion: Karli Leonardi

Seconded: Cassidy Macoubrie

Approved: Yes

9. Vote to approve the December 19, 2024 Policy Council Meeting Minutes – Josie Smith

Policy Council was asked if they had any questions about the meeting minutes. No questions were asked or changes made to the December 19, 2024 Policy Council Meeting Minutes.

Motion to approve the December 19, 2024 Policy Council Meeting Minutes

Motion: Karli Leonardi

Seconded: Kristin Fellows

Approved: Yes

10. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – Josie Smith

Policy Council was asked if they had any questions about this agenda item. No questions were asked.

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

Motion: Karli Leonardi

Seconded: Heather Crockett

Approved: Yes

11. Suspension and Expulsion Training (Head Start Program Performance Standard 1302.17) – Steph Wood

Steph is the Centerbased Coordinator. She provided a training for Policy Council on Performance Standard 1302.17 which addresses suspension and expulsion of children and has been recently updated. We have added information to the online LMS (Learning Management System) training module for all staff to be trained on this topic as well. Bear River Head Start

prohibits or severely limits the use of suspension due to children's behavior. We have a safety procedure or plans in place to comply with this standard. These plans are only used temporarily and must be approved by upper management. Suspension must be the last measure or result and can only be used if there is a serious safety threat in the classroom. Before any of these steps can be taken, as a program, we must: engage with a mental health consultant, collaborate and work with the parents and utilize appropriate community resources such as an LEA (Local Education Agency) which can be the local school districts and other education partners. We must also document everything including all of the steps taken to address behaviors in the classroom and the support given to facilitate safety in the classroom and help the child stay in the program and participate. Part of this updated Performance Standard is that a program cannot expel or un-enroll a child from Head Start because of the child's behavior. That specific wording was updated in our procedure and added to our yearly staff training information. We're training our staff on this update currently along with providing this training for Policy Council. We have never expelled or suspended a child from our program. Some programs across the nation have been doing so. The Office of Head Start is concerned about this which is why they added further specifications to this Performance Standard. Occasionally, in less than a handful of situations, we may have a child not attend class for a day while we get a plan in place that's going to be good for the child and the other children in the classroom. We have never been a program that has practiced suspension or expulsion. The reason we're adding this to our training information is to make sure we include the new verbiage added to this Performance Standard but this policy that Steph reviewed has been in place for a long time. Because we're updating our training system for staff, we wanted to bring this information to Policy Council for full transparency. Like has been said, this is not something our program uses. We try to keep all the kids in our program and work with them and their parents.

12. Program Performance Report – Sarah Thurgood

ReNae Torbenson develops this report by pulling the data directly off ChildPlus for Policy Council and Board to see exactly what our numbers are each month. It's like a picture in time. The Program Performance Report has been formatted to be a clear and easy read. We are required by Performance Standards to let Board and Policy Council know the status of our program on an ongoing basis, both good and bad. We include this report in the packets each month so you can see it and we can discuss if you have any questions. It is our job to ensure both Policy Council and Board know in full transparency if we ever do not meet a compliance milestone or deadline, which we will do. We work hard so that does not happen but we would report it if so. We are meeting all requirements this month.

13. Budget Committee & Fiscal Report – Sarah Thurgood

We had Budget Meeting on Tuesday. Andy was out of town so he asked Sydnee Wheeler, a Bookkeeper at Jones Simkins who helps him with fiscal duties, to join the call to represent the Fiscal Officer office along with the Management Team and Terrah. We discussed how the Fiscal Team wants to see the break down between Utah and Idaho time on time sheets, particularly for CACFP which is the child food program. Utah and Idaho have different requirements for many things, including CACFP. We have to provide the documentation necessary to meet state requirements. Utah has higher standards in some areas and Idaho does in others. We follow the guidelines of the state that has the higher standards. For CACFP, it is Idaho that has the higher documentation requirements. We had a great conversation about how the time should be split on time sheets and Sydnee was very helpful.

In the past, our Early Head Start and Preschool Head Start programs were under separate grants. Every year, we had to write two grants, one for each, and get them approved. Now, even though we have Early Head Start included in our grant, they are combined under one grant,

which they call Head Start, and are under one funding source. Roughly 98% of our funding comes from federal funding through the Office of Head Start and then we get a small amount from Idaho through TANF (Temporary Assistance for Needy Families). We do not receive TANF funding from Utah. We discussed how the Fiscal Team wants to see the break down between Early Head Start and Preschool Head Start time on time sheets and if it is still necessary. We also talked about closing out the grant because the end of our Fiscal Year is coming up at the end of the month. Our Fiscal Year ends January 31 every year. We have to make sure all the bills are in, we won't have any come in late that we won't have funding for and that we spend down the funding to the penny. It's a process. There is such great communication between our new Fiscal Office staff and our Management Team. It's awesome!

14. Director's Report – Sarah Thurgood

Last month Sarah mentioned we have been given a T&TA (Training and Technical Assistance) offer to receive training for our Fiscal Officer and Fiscal Staff. The trainer made contact with Sarah and she is awesome. We do not need general fiscal training but training in very specific areas. Sarah asked for exactly what we need. Andy and Sydnee, with Jones Simkins, and Terrah need additional training on how to navigate the Head Start Enterprise System (HSES). We must submit program reports like grants, budgets or other items necessary to the Office of Head Start and the Regional Office through the HSES system. One of Terrah's responsibilities is to compile and submit information on this system after it is gathered. It is a difficult system to navigate. Andy didn't receive much training on it when he became our Fiscal Officer. This training provider will help Terrah and Andy know how to fully navigate HSES. All of our Management Team will then be trained on allowable and non-allowable costs. They know the information but it's good to have more training on this topic. The trainer will also help us fully implement the use of P-cards (Purchase Cards). Our Fiscal team has worked with the bank to get the cards and banking accounts set up. The thing that has been holding us up is having the Fiscal Staff review our systems to make sure everything is in place related to internal controls such as checks and balances, double signatures, not only one person handling the funds, stop gaps, double or triple pairs of eyes looking at everything, etc. Andy has just not had the time to do so as he's been working through all of the other things he needs to be taking care of. This trainer will look at all of our systems to see if there is anything she can detect a weakness in so we can move forward with implementing the use of p-cards. This will be such a good change to our purchasing processes. We still do purchasing the old way by filling out a request (called a blueslip) and getting the required signatures to have all spending approved and it takes a lot of time. We know this will be a better way; we just need to ensure we have our systems in place. We're having our Fiscal Area 1 Review at the end of the month on the 27th with Carla McQueen. This review will be virtual. Sarah has been communicating with Carla. The review should go well. They will review all of our documents to make sure we're doing everything right and have all of the appropriate policies in place. If we do, we are in compliance and if we don't, we're not. Next month we will let Policy Council know how all of this goes.

15. Board Report – Heather Crockett

Board did not hold a meeting in December. They received a packet of information which included the same reports Policy Council received.

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

Policy Council was asked if they had anything to discuss or concerns. No concerns or discussion items were shared.

17. Community Report – Policy Council Representatives

Policy Council asked for clarification on who can share information during this portion of the meeting. This agenda item is for all members of Policy Council to share anything going on in the community or resources they are aware of.

- Wednesday, January 15: Threads of Heritage put on by the Cache Refugee and Immigrant Connection at 6:00pm at the B-Tech West Campus (1410 N. 1000 W. Logan)
- Thursdays, January 16-February 6: Strengthening the Couple Relationship Course put on by The Family Place from 6:00-7:30pm at the First Presbyterian Church (178 W. Center St. Logan)
- Saturday, January 18: Little Lambs recertification in Logan; other community resources will be available
- Saturday, February 8: Prince and Princess Party put on by The Family Place from 10:00am-12:00pm and 1:00-3:00pm at the Castle Manor in Hyde Park; tickets are \$25 and include 1 adult and 1 child
- Saturday, March 15: Free Community Health Fair (Teddy Bear Clinic) put on by the Cache Interagency Family Coalition from 11:00am-1:00pm at the Hansen Sports Complex (220 E. 2850 N. Logan). Children can dress up like doctors and bring their own stuffed animal to receive health checkups at each booth. Local agencies will share information about the resources they provide.

18. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if any representatives had attended a Parent Committee Meeting that they wanted to report on. No report was given. Policy Council was encouraged to attend the Parent Committee Meetings to be able to report on this in the future. The next scheduled Parent Committee Meetings for January are on:

- Tuesday, January 28: Spanish Parent Committee Meeting held virtually at 6:00pm
- Wednesday, January 29: English Parent Committee Meetings held virtually at 10:00am & 7:00pm.

19. Calendar Review – Terrah Smith

- Wednesday, February 5: Early Head Start Homebased Socializations: Preston area at the Larsen-Sant Library from 10:00am-12:00pm; Tremonton & Brigham City area at the Tremonton Center from 3:30-5:30pm; Cache & Logan area at the Logan Center from 4:00-6:00pm
- Thursday, February 6: Early Head Start Homebased Socializations: Soda Springs area at the Soda Springs Library from 10:00am-12:00pm; Malad area at the Malad Center from 1:00-3:00pm
- Wednesday, February 12: Early Head Start Homebased Socializations: Preston area at the Larsen-Sant Library from 10:00am-12:00pm; Tremonton & Brigham City area at the Tremonton Center from 3:30-5:30pm; Cache & Logan area at the Logan Center from 4:00-6:00pm
- Thursday, February 13: Early Head Start Homebased Socializations: Soda Springs area at the Soda Springs Library from 10:00am-12:00pm; Malad area at the Malad Center from 1:00-3:00pm
- Monday, February 17: President's Day – ALL STAFF OFF
- Tuesday, February 18: Budget Committee Meeting at 10:00am (Policy Council Treasurer to attend)
- Thursday, February 20: Combined Policy Council & Board Meeting at 7:00pm
- Tuesday, February 25: Spanish Virtual Parent Committee Meeting at 6:00pm
- Wednesday, February 26: English Virtual Parent Committee Meetings at 10:00am & 7:00pm

20. Vote to adjourn the January 16, 2025 Policy Council Meeting – Josie Smith

With no other business to conduct, the January 16, 2025 Policy Council Meeting was adjourned

at 7:51pm.

Motion to adjourn the January 16, 2025 Policy Council Meeting

Motion: Festus Odunuga

Seconded: Heather Crockett

Approved: Yes