

Chairperson Signature Amy Gyllenskog

Date 12-14-2023

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

<b>Date:</b> Thursday, November 16, 2023	<b>Start Time:</b> 7:00PM <b>End Time:</b> 8:05PM	<b>Location:</b> Dialpad Meetings: 1-888-602-7505	
<b>2022-2023 Policy Council Officers' Attendance</b>		<b>YES</b>	<b>NO</b>
Stacey Clark* (Chair & Idaho HSAC)	Malad Representative	X	
<b>2023-2024 Policy Council Members' Attendance</b>		<b>YES</b>	<b>NO</b>
Rachel Ekman*	Brigham Representative	X	
	Brigham Alternate		
Anna Sherman*	Tremonton Representative	X	
Jessica Flinn*	Tremonton Alternate	X	
Amy Gyllenskog*	Hyde Park Representative	X	
Alexander Quinn*	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*	Malad Representative	Marked above	
Karli Leonardi*	Malad Alternate	X	
Brittan Johnson*	Paris Representative	X	
Whitney Miles*	Paris Alternate		X
Kristin Fellows	Preston Representative		X
	Preston Alternate		
Festus Odunuga*	Nest/Koop Representative	X	
Juliane Checketts*	Nest/Koop Alternate		X
Mercedes Miller	Fishpond Representative		X
Kila (Gifford) Carey*	Fishpond Alternate	X	
	Board Representative		
	Community Representative		
	Community Representative		

**\*Trained Policy Council Members**

<b>Members needed for a Quorum: 5</b>	
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): 5
<b>Do we have a Quorum? YES</b>	
Meeting Called to Order By: Stacey Clark (2022-2023 Policy Council Chairperson) Meeting Facilitated By: Kristie Curtis (Family Services Coordinator) Additional Staff in Attendance: Sarah Thurgood (Program Director), Steph Wood (Centerbased Coordinator), Cherie Pierce (Health & Wellness Administrator)	

**1. Vote to approve Anna Herrera as a 2023-2024 Policy Council Community Representative – Kristie Curtis**

Community Representatives serve on the Policy Council as voting members representing the community served by the Head Start agency. They include parents of children who were formally enrolled in Head Start. Each year a community representative wants to be part of the Policy Council, they must complete an application and be approved as a community rep. by the current Policy Council. We have two people that have volunteered for this position. We will introduce you to them and you can ask them questions if you'd like. The first person we will talk to is Anna Herrera.

Anna has lived in the valley for a few years. She has been on Policy Council for a few years, both as a parent of a former Head Start student and now as someone who is part of the community. She really enjoys it. She likes being involved and is here to help in any way she can.

**Motion to approve Anna Herrera as a 2023-2024 Policy Council Community Representative**

<b>Motion: Brittan Johnson</b>	<b>Seconded: Festus Odunuga</b>	<b>Approved: Yes</b>
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**2. Vote to approve Justin Nuñez as a 2023-2024 Policy Council Community Representative – Kristie Curtis**

Justin has been serving on the Policy Council this past year. He is a small business owner of almost 20 years. His children attended Head Start. This is a way for him to give back and support. He is also well connected in the Hispanic community.

**Motion to approve Justin Nuñez as a 2023-2024 Policy Council Community Representative**

<b>Motion: Brittan Johnson</b>	<b>Seconded: Festus Odunuga</b>	<b>Approved: Yes</b>
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**3. Elect the 2023-2024 Policy Council Chairperson – Kristie Curtis**

Now is an exciting time! We also elect Policy Council Representatives as officers. Everyone who was elected as a representative can be elected to one of these positions. If you're an alternate or a community member, we will not have you put your name forward. If you need to know if you were elected as the representative or alternate for your area, Kristie can let you know. We need to elect a Chairperson, Vice-Chair, Treasurer and Secretary and then we have some open positions on the Health Service Advisory Committee. Our Chairperson performs the duties that Stacey has been doing tonight. Their main duties are to:

- Approve the agenda that our Administrative Assistant puts together
- Conduct each Policy Council Meeting
- Not be a voting member on the Policy Council unless there is a tie to be broken
- Sign policies and documents approved during meetings to record Policy Council approval
- Hold a seat on our Board. They attend Board Meetings which are held the 4<sup>th</sup> Tuesday of every month at 5:00pm. They will share a short report about the Policy Council at the Board Meeting. Policy Council was asked if they had any questions. No questions were asked. Stacey Clark was asked to share what being the Chairperson entails. She was elected as the Chairperson for 2022-2023 about half-way through the year. She has really enjoyed doing the position. After the meeting minutes have been typed up, the Chairperson will lead the voting for approving them. The Chair will also let the Administrative Assistant know what days they are available to do certain things like holding Interim Policy Council Meetings. They will also attend the Board Meeting which is once a month. Stacey was a little scared to fill the position but the staff will walk you through and train you on how to follow Robert's Rules of Order. It's not a scary thing at all because the support staff hold your hand through the process so you're not alone. If any of you are feeling timid about filling this position like Stacey was, it's really quite an easy position.

Thanks, Stacey! The four officer positions are seated from November to November of the next year so they can help train the new Policy Council. Is anyone that is a representative interested in being our Chairperson this year? Amy Gyllenskog put forth her name. Is anyone else interested? Stacey Clark was told she can also put forth her name in case she wasn't aware since she was the Chairperson this last year. She wasn't aware but stated Amy will do an awesome job. Amy was asked to leave the call during the voting process. Amy was approved as the Chairperson. Congratulations!

**Motion to approve Amy Gyllenskog as the 2023-2024 Policy Council Chairperson**

<b>Motion: Brittan Johnson</b>	<b>Seconded: Festus Odunuga</b>	<b>Approved: Yes</b>
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**4. Elect the 2023-2024 Policy Council Vice-Chairperson – Kristie Curtis**

The next position to elect is the Vice-Chair. They would fill in for the Chairperson if they were unable to attend a meeting. We do not have them attend the Board Meeting. They would just fill in for the Chairperson with conducting a Policy Council Meeting. Is anyone interested in being our 2023-2024 Vice-Chair? Brittan stated she would do it but has a prior commitment on Tuesdays every week. That is her only hold up due to the Board Meetings. It was clarified that the Vice-Chair does not attend Board Meetings so that would not be a problem. Brittan was asked if she'd like to put her name forward. She said she would throw her name out there. Policy Council was asked if anyone else was interested in the Vice-Chair position. No other nominations were made. Brittan left the call during the voting process.

**Motion to approve Brittan Johnson as the 2023-2024 Policy Council Vice-Chairperson**

<b>Motion: Festus Odunuga</b>	<b>Seconded: Amy Gyllenskog</b>	<b>Approved: Yes</b>
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**5. Elect the 2023-2024 Policy Council Secretary – Kristie Curtis**

The next position to elect is the Secretary. They help take notes and keep track of attendance and meeting minutes. They may fill in to conduct a meeting if the Chairperson and Vice-Chair are unable to do so. Can someone put their name forward for the Policy Council Secretary position? It was asked if the Secretary will need to take all of the notes for the meetings. No, not at all. They are a helper. They can do as much or as little as they want to do. Terrah, the Administrative Assistant, does a really great job taking the minutes and getting those out to everyone. When people make a first and second motion, we ask the Secretary to help keep track of that. It's really pretty lax. Anything you are willing to help with, we would greatly appreciate. You definitely do not need to take all of the attendance or meeting minutes. To clarify, Terrah pretty much takes care of these duties and the Secretary would be a second set of eyes and a helper with these tasks. With that being said, is anyone willing to put forth their name for the Secretary position? Stacey Clark stated she'd be willing to fill this position. Thank you, Stacey. Stacey left the call during the voting process.

**Motion to approve Stacey Clark as the 2023-2024 Policy Council Secretary**

<b>Motion: Brittan Johnson</b>	<b>Seconded: Anna Sherman</b>	<b>Approved: Yes</b>
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**6. Elect the 2023-2024 Policy Council Treasurer – Kristie Curtis**

We also have a Treasurer position. They attend a monthly Budget Meeting with our management team. That meeting is held the Tuesday before Policy Council at 10:00am. It's usually not a very long meeting. Typically it is half an hour maximum. The Treasurer would be emailed the Budget Meeting agenda. They would give a report at each month's Policy Council Meeting so everyone has an update on what happened at our budget meeting. The Treasurer could also fill in if the Chairperson, Vice-Chair or Secretary were not available to run a Policy Council Meeting. It was asked if the Treasurer needs to come into the office for the Budget Committee Meeting. We always hold this meeting by phone. The Treasurer would just call in and could do it from anywhere. It is usually pretty short. It can be 5-15 minutes. We have not

seen this meeting go over 30 minutes. Does the Treasurer have to take minutes or does someone else? We give the Treasurer the agenda. Their role is to be a parent from Policy Council representing our Head Start program during this meeting. What happens if the Treasurer is not sure what to share as the Budget Committee Meeting Report during a Policy Council Meeting? We've had that happen in the past where the Treasurer wasn't able to report or did not want to. We can have the staff member over the budget piece or other staff present the budget report. A set of the minutes from the Budget Committee Meeting can be shared with the Treasurer to help them to make the report to Policy Council as well. If the Treasurer cannot attend a Budget Committee Meeting, they will still be given a copy of the agenda so they are aware of what is happening with the budget. It's just fine if they can't join every meeting. We will work with them and meet them where they're at. If you cannot attend every Budget Committee Meeting, staff will help do the Budget Committee Meeting Report during Policy Council. Does anyone want to put forth their name for the Policy Council Treasurer position? Are there any further questions about the position? The meeting is once a month for 10-15 minutes. If the time works for someone, this position is not a difficult position to fill. Policy Council was asked if they want to think about this and then elect for this position at the next Policy Council Meeting. This election was tabled until next meeting. One Policy Council Member stated they haven't been the Treasurer but volunteering for a position is not difficult. There is so much support. They were on Policy Council last year. Don't be afraid to volunteer. You will have help from all of the people that have been here. Don't hesitate. Sometimes it can be the unknown that could make someone hesitate but all of the positions are very friendly and staff work with you and help you. They aren't too difficult at all.

**7. Elect the 2023-2024 Policy Council Utah Health Service Advisory Committee Member – Kristie Curtis**

The next position to elect for is the Health Service Advisory Committee Member. We try to elect one from Utah and one from Idaho ideally. This position is open to anyone on Policy Council. The Health Service Advisory Committee usually meets twice a year. The first meeting is coming up on December 6 at Logan Regional Hospital. They meet with other community members, doctors, dentists, etc. Our health team leads that meeting. There is lunch provided. You will hear what is going on with all things related to health with Bear River Head Start. Some health policies and procedures are approved during these meetings and it is a time for feedback. Is there someone willing to put forth their name for the Utah Health Service Advisory Committee Member? For this position, if you weren't able to attend the meeting in person, we could provide you with the agenda and notes. It was stated that we may need to table this election. Stacey Clark asked if she is okay to vote for the elections of the positions for this year. Yes, Stacey can vote for these positions. This is why Kristie is conducting these elections. Also, if an elected officer wants to serve as a Health Service Advisory Member, you can do both, if that wasn't clear. Amy Gyllenskog put forth her name for the Utah Health Service Advisory Committee Member. Amy left the call during the voting process.

**Motion to approve Amy Gyllenskog as the 2023-2024 Policy Council Utah Health Service Advisory Committee Member**

<b>Motion: Stacey Clark</b>	<b>Seconded: Tasneem Mussaji</b>	<b>Approved: Yes</b>
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**8. Elect the 2023-2024 Policy Council Idaho Health Service Advisory Committee Member – Kristie Curtis**

Karli Leonardi put forth her name for the Idaho Health Service Advisory Committee Member. Does anyone else want to put their name forward for the Idaho Health Service Advisory Committee Member position? No other nominations were made. Karli left the call during the voting process.

<b>Motion to approve Karli Leonardi as the 2023-2024 Policy Council Idaho Health Service Advisory Committee Member</b>		
<b>Motion: Stacey Clark</b>	<b>Seconded: Brittan Johnson</b>	<b>Approved: Yes</b>

<b>9. Vote to approve the 2023-2024 Policy Council Meeting Time – Kristie Curtis</b>		
The next agenda item to vote on is a meeting time. It works best if we have the meetings after work hours. We are proposing that 6:00pm or 7:00pm be the times that are voted on. Policy Council was asked if they'd like to discuss. One Policy Council Member stated 7:00pm works best for them because their kids go to bed at 6:30. Other Policy Council Members agreed that 7:00pm works well for them also. It sounds like the majority is okay with 7:00pm. Does anyone else have any discussion regarding the meeting time? No other discussion was made.		
<b>Motion to approve 7:00pm as the 2023-2024 Policy Council Meeting Time</b>		
<b>Motion: Festus Odunuga</b>	<b>Seconded: Brittan Johnson</b>	<b>Approved: Yes</b>

<b>10. Vote to approve the 2023-2024 Policy Council Meeting Location: in-person, virtual, or a combination of both – Kristie Curtis</b>		
The next item to vote on is a location for Policy Council Meetings. Currently we have Policy Council Members call in to this number. That is how we held meetings last year. You have the option to vote to meet in person or virtually. Policy Council was asked if they'd like to have a discussion about the meeting location. If we met in person, the meetings would be held at the main office which is at 95 West 100 South in Logan or they could be held at the Logan Preschool Head Start Center or the Hyde Park Center. One Policy Council Member stated they prefer calling in to the meetings since it is over an hour drive to Logan for them. Other Policy Council Members stated they also prefer to meet over the phone.		
<b>Motion to approve Virtual via Dialpad Meetings as the 2023-2024 Policy Council Meeting Location</b>		
<b>Motion: Brittan Johnson</b>	<b>Seconded: Tasneem Mussaji</b>	<b>Approved: Yes</b>

<b>11. Vote to approve the 2023-2024 Interim Policy Council Meeting Time – Kristie Curtis</b>		
We also hold what we call Interim Policy Council Meetings. They usually last roughly 15 minutes. Interim Meetings are meetings that we hold in between our regularly scheduled Policy Council Meetings to approve the hiring of staff. This is so we can get staff hired and trained in a timely manner and they will not have to wait an entire month until our next Policy Council Meeting to be approved. Interim Meetings have been held at 8:00pm in the past. We always hold them over the phone because they are so short. We have Policy Council approve the holding of interim meetings at every Policy Council Meeting as an agenda item. Policy Council can vote to have the interim meeting time at 7:00pm or 8:00pm. Policy Council will get an agenda for these meetings. All of the new hires or transfers will join the call and introduce themselves. Policy Council will then approve or disapprove their hire or transfer. That is the entirety of the meeting. Policy Council was asked if they'd like to have a discussion about the time of the interim calls. One Policy Council Member stated they are fine with either time. Other Policy Council Members stated the same. It was decided to have the interim meeting time be 8:00pm.		
<b>Motion to approve 8:00pm as the 2022-2023 Interim Policy Council Meeting Time</b>		
<b>Motion: Brittan Johnson</b>	<b>Seconded: Festus Odunuga</b>	<b>Approved: Yes</b>

<b>12. Vote to approve the Bear River Head Start/Early Head Start Board &amp; Policy Council Code of Conduct – Sarah Thurgood</b>		
All Head Start employees, Board Members, volunteers and Policy Council Members have a		

Code of Conduct. It is required in the Performance Standards to outline what conduct is expected of everyone within Head Start. That way everyone coming in knows how they are expected to act and the rules. That is what the Board & Policy Council Code of Conduct is. We have Policy Council read over it and then if you have any questions, we talk about it. Sarah is happy to do so tonight. We have you sign it every year as you come onto Policy Council. Do any of you have questions about the Board and & Policy Council Code of Conduct? No questions were asked.

**Motion to approve the Bear River Head Start/Early Head Start Board & Policy Council Code of Conduct**

<b>Motion: Brittan Johnson</b>	<b>Seconded: Festus Odunuga</b>	<b>Approved: Yes</b>
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**13. Vote to approve the Bear River Head Start Community Complaint Policy – Sarah Thurgood**

This policy is in place to outline how to follow up if we receive complaints from the community. Every vein, every part of Head Start also has a mechanism in place for what we do when a complaint comes in. Staff, Board and Policy Council and community members all have a procedure for submitting complaints. Community Members can write and send in their complaint and then it is investigated. We look for areas of improvement from the complaints received. We always answer a complaint. If it is something we cannot change due to it being a Performance Standard or regulation, we make that knowledge available. We explain the guidelines we have to follow and why we do things in a certain way. We do our best to address the concerns. The more knowledge people have, the easier it is to understand. Policy Council was asked if there were any questions. No questions were asked.

**Motion to approve the Bear River Head Start Community Complaint Policy**

<b>Motion: Brittan Johnson</b>	<b>Seconded: Anna Sherman</b>	<b>Approved: Yes</b>
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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 – Stacey Clark**

This agenda item was missed during the meeting. It will be revisited for a vote again next month.

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

<b>Motion:</b>	<b>Seconded:</b>	<b>Approved:</b>
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**15. Vote to approve the October 19, 2023 Policy Council Meeting Minutes – Stacey Clark**

No questions were asked or adjustments made to the October 19, 2023 Policy Council Meeting Minutes.

**Motion to approve the October 19, 2023 Policy Council Meeting Minutes**

<b>Motion: Brittan Johnson</b>	<b>Seconded: Festus Odunuga</b>	<b>Approved: Yes</b>
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**16. Vote to approve the November 10, 2023 Interim Policy Council Meeting Minutes – Stacey Clark**

No questions were asked or adjustments made to the November 10, 2023 Interim Policy Council Meeting Minutes.

**Motion to approve the November 10, 2023 Interim Policy Council Meeting Minutes**

<b>Motion: Tasneem Mussaji</b>	<b>Seconded: Brittan Johnson</b>	<b>Approved: Yes</b>
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**17. CACFP Civil Rights Training – Cherie Pierce**

CACFP stands for Child and Adult Care Food Program. It is the food program that Head Start participates in to feed our little kiddos daily. Frontline staff are trained every year on the different procedures they need to adhere to. If there are any complaints or concerns regarding discrimination, there is a procedure to follow for that posted in all classrooms and main offices. All staff are trained yearly through our LMS (Learning Management System) system and given additional training if they have anything to do with the CACFP Program. Policy Council was asked if they had any questions. No questions were asked.

#### **18. Program Performance Report – Sarah Thurgood**

Every month, ReNae Torbenson, who is our Data Guru and is over Homebased services, pulls the Program Performance Report from our ChildPlus database. It pulls all of the data related to the requirements, due dates and deadlines that shows if we met those deadline requirements. We review it, and Policy Council and Board can review it, to see if we are completing the tasks we are required to, if we are missing any deadlines. All Coordinators, their program piece and their staff worked so hard this month to make sure we hit all of those deadlines. This report is provided each month to Policy Council for them to see an overview of program performance for the previous month.

#### **19. Annual Audit Report sent to Policy Council as information only – Sarah Thurgood**

Every year we have an annual independent audit. We have an audit firm from outside of the agency who completes this audit. This year we used Rudd and Company out of Rexburg, Idaho. They came in and audited everything with the budgets, spending, money reporting, that we are reporting to Board and Policy Council what is occurring within the program, if everything aligns, if the correct children are being enrolled. They then complete an audit report. We discussed the report a little bit last month. They did not have any findings and everything is functioning as it should be. This is good news because, as you know, we had some staff turnover in our Fiscal Office this year. We had to almost start over from scratch. We got a new Fiscal Officer and most of our Fiscal Staff are new. They've done really well. The Coordinators have been providing a lot of support to Fiscal Staff. The Audit Report looked great. Nothing looked out of the ordinary.

#### **20. Budget Committee/Fiscal Report – Sarah Thurgood**

We discussed our leases that are coming up due for renewal. We were a little bit worried about some of them. As you know, rent and building prices have gone up in a lot of our service areas. As we talked with landlords, it looks like there won't be too much of an increase. The Logan facilities will have about a 3% increase which is in line with what we were planning on. That is not an outrageous increase. We sign the lease agreements for anywhere from 5-7 years. Our Smithfield facility has a 99 year lease agreement at \$12 a year. That's the best agreement anyone has been able to get. The leases that are coming up for renewal will be coming through and we do not foresee any problems. We wanted to make Policy Council aware of these. Budget Meeting was really short this month. It is open enrollment time. We've been talking a lot about employee benefits. Insurance Premiums went up 14% this year with our insurance carrier. The agency will pay 75% of the increased rate. Employees will pay the difference for the benefits they will be signing up for. Some additional cost got passed on to both the agency and employees for this.

#### **21. Director's Report – Sarah Thurgood**

We had an incident at the Smithfield Classroom. Some Policy Council Members are probably aware of this. Steph Wood, our Centerbased Coordinator, and some of the classroom staff were involved. We had a Teacher Assistant state they could smell an odor in the classroom. Our staff are trained to follow our policies, procedures and protocols to be extremely cautious with the

children. We value the children at the highest level. In an abundance of caution, the children were sent over to a classroom in the Smithfield Sunrise Elementary School where they ate lunch and spent the rest of the day. Our staff had the Fire Department come check out the classroom along with paramedics who watched and assessed the kids and teachers. The children were fine. A couple of staff stated they had a headache. The Fire Department used their monitors to check the air quality. They could not find anything wrong with the air quality. They called the Health Department who brought their meters which are more sensitive and will pick up a greater range of odors that are minute in the air. They could not find anything either. Although nothing was found, the good thing is that all of the policies and procedures were followed. They evacuated the classroom. Staff followed the proper procedures. The Centerbased Management used this as a training opportunity for their staff. We are grateful to have staff in the classrooms that are incredibly cautious when it comes to caring for the children. Policy Council stated they love that. They are glad things are not ignored. There is a comfort in the classroom and the kids feel safe there. We texted all of the parents to make them aware and if they wanted to come down and be with their kids, they could. We told them the kids were fine and had been assessed. The paramedics were observing them. Some parents came and some came to get them during regular pick up time as they knew the kids were fine. That is the process we will follow in similar situations for the kids to always protect them.

## **22. Board Report – Sarah Thurgood**

Board meeting actually mirrors Policy Council. The same Director's Report goes to both Policy Council and Board. Even if Policy Council doesn't have to vote on something, it is good for them to know about it. You will always get the same information. You may not always have to vote on the same things as each body is not responsible for the same things. The more everyone knows, the better it is. Board reviewed the same items that Policy Council did last month.

## **23. Policy Council Concerns & Other Discussion Items – Policy Council Representatives**

Policy Council inquired if a question about In-kind would be appropriate to discuss here. They were told to go ahead and ask their question. Policy Council inquired if parents should only enter time for one or two skills even if the kids worked on more throughout the day. If parents work with their enrolled children on different skills over an hour span of time, they can break that down into 15 minute increments for each skill to add up to one hour of time. They cannot list an hour for each skill. The skills won't be counted all together. They can list time for each of the appropriate categories. We can also follow up and provide a more in-depth in-kind training if that would help this parent. Policy Council stated that might help. They have been entering time for all skills throughout the day instead of choosing just one or two. Another Policy Council Member had the same question. They don't enter time for everything they do but they try to enter time for as much as they can. Their child that is enrolled really loves to read books and sometimes they read for an hour to an hour and a half each day and then have constructive play time during the day as well. They enter their time for that but Policy Council inquired if parents should only be entering an hour of in-kind a day or if they can submit more. You can submit your true time that you are actually doing. If you have three children enrolled and you're reading to them all at the same time, you wouldn't enter the total amount of time per child per activity, just the total amount of time you spent reading. Both parents' names were taken down. Terrah Smith oversees the In-kindPro App. We will look into this together and follow up with the parents that have shared concerns. We will also provide a follow up in-kind training for all Policy Council parents during their Policy Council Meeting next month. Policy Council stated this would work for them and thanked us.

## **24. Community Report – Policy Council Representatives**

No items were brought up for discussion during this agenda item.

**25. Parent Committee Meeting Report – Policy Council Representatives**

Did anyone have anything to share about their Parent Committee Meetings? Nothing was brought up for discussion during this agenda item.

**26. Calendar Review – Kristie Curtis**

-Tuesday, December 12: Budget Committee Meeting at 10:00am. Since we do not have a Policy Council Treasurer elected yet, we do not need anyone from Policy Council to attend this meeting.  
-Thursday, December 14: Policy Council at 7:00pm. This is the 2<sup>nd</sup> Thursday of the month since we will be on Winter Break over the third Thursday of the month which is our usual day for Policy Council Meetings.  
-December 18-January 1: Winter Break; all staff off

**27. Vote to adjourn the November 16, 2023 Policy Council Meeting – Stacey Clark**

With no other business to conduct, the November 16, 2023 Policy Council Meeting was adjourned at 8:05pm.

**Motion to adjourn the November 16, 2023 Policy Council Meeting**

<b>Motion: Festus Odunuga</b>	<b>Seconded: Brittan Johnson</b>	<b>Approved: Yes</b>
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