

Chairperson Signature Amy Gyllenskog

Date 12-05-2024

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

Date: Monday, October 28, 2024	Start Time: 8:00PM End Time: 8:13PM	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	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	X	
Karli Leonardi* (Idaho HSAC)	Malad Alternate	X	
	Paris Representative		
Whitney Miles*	Paris Alternate		E
Kristin Fellows* (Vice Chair)	Preston Representative	X	
	Preston Alternate		
Festus Odunuga*	Nest/Koop Representative	X	
	Nest/Koop Alternate		
	Fishpond Representative		
Kila (Gifford) Carey*	Fishpond Alternate		E
	Board Representative		
Justin Nuñez*	Community Representative		E

***Trained & Seated 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): 3
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), Steph Wood (Centerbased Coordinator), Cassie Petersen (Child Development Manager & Facilities Coordinator)	

1. Vote to approve the hire request of Banafsheh Nourai as the EHS Pond Part-Time Infant/Toddler Teacher Assistant – Steph Wood

Banafsheh has an eleven year old son who attends Thomas Edison North Charter School. She graduated from University with her Bachelor's Degree in 2000. She is working at Icon in a part-time testing job.		
Motion to approve the hire request of Banafsheh Nouraie as the EHS Pond Part-Time Infant/Toddler Teacher Assistant		
Motion: Festus Odunuga	Seconded: Stacey Clark	Approved: YES

2. Vote to approve the hire request of Belle Hansen as the PHS Smithfield Classroom Assistant – Steph Wood		
Belle is currently a Social Work student at Utah State University. She is working on her Bachelor's Degree and is a junior this year. Belle has experience as a nanny for two years and is currently a Reading Tutor at Woodruff Elementary.		
Motion to approve the hire request of Belle Hansen as the PHS Smithfield Classroom Assistant		
Motion: Kristin Fellows	Seconded: Tasneem Mussaji	Approved: YES

3. Vote to approve the transfer request of Lynette Smith from PHS Brigham Part-Day Teacher to PHS Child Development Assistant for all areas – Steph Wood		
Lynette has worked at Bear River Head Start for 11 years now as a Teacher. She would like to transfer to the Child Development Assistant position.		
Motion to approve the transfer request of Lynette Smith from PHS Brigham Part-Day Teacher to PHS Child Development Assistant for all areas		
Motion: Tasneem Mussaji	Seconded: Kristin Fellows	Approved: YES

4. Vote to approve the Report to the Public – Sarah Thurgood		
Every year we are required to complete a Report to the Public which is different from our Community Assessment and from the Program Improvement Report which includes our goals, etc. that was presented to Policy Council last month. This report was completed by ReNae Torbenson and she did a fabulous job. The Report to the Public is required to be submitted with our Continuation Grant Application which is due by November 1. It was not completed in time to be presented to Policy Council during their last meeting. However the report has to be approved to be able to submit it with our grant which is why we're bringing it to Policy Council tonight. It will also go to Board tomorrow night along with the Grant Application for their approval. The Report to the Public is a good informational report and includes most of our PIR (Program Information Report) numbers that we collect all year. Those numbers were presented to Policy Council in the summer. When the report is finished, we post it on our website. Anyone who would like to look into the data and information about Bear River Head Start can see it in the Report to the Public. Policy Council was asked if they had questions about anything in the report or why we are bringing it to Policy Council now. No questions were asked.		
Motion to approve the Report to the Public		
Motion: Kristin Fellows	Seconded: Anna Sherman	Approved: YES

5. Vote to adjourn the October 28, 2024 Interim Policy Council Meeting – Amy Gyllenskog		
With no other business to conduct, the October 28, 2024 Interim Policy Council Meeting was adjourned at 8:13pm.		
Motion to adjourn the October 28, 2024 Interim Policy Council Meeting		
Motion: Kristin Fellows	Seconded: Tasneem Mussaji	Approved: YES