

Officer Signature Johanna SmithDate 05-16-2025

BEAR RIVER HEAD START POLICY COUNCIL

2024-2025 Meeting Minutes

Date: Thursday, April 17, 2025	Start Time: 7:00PM End Time: 7:36PM	Location: Dialpad Meetings: 1-888-602-7505	
2024-2025 Policy Council Members' Attendance		YES	NO
Josie Smith* (Chairperson)	Brigham Representative	X	
Chad Alvey*	Tremonton Representative	X	
Gilbert Sanchez*	Hyde Park Representative	X	
Cassidy Macoubrie* (Vice Chairperson)	Logan Representative		E
	Hyrum Representative		
Haylee Fellows*	Smithfield Representative	X	
	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	
	Fishpond Representative		
Zinthia Cornejo	Board Representative	X	
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): 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 transfer request of Emily Griffiths from Child Development Assistant to EHS Pond Infant/Toddler Teacher – Steph Wood

Emily is requesting a transfer from Child Development Assistant to Infant/Toddler Teacher. She started working for Head Start in September of 2024. She has loved her experience working at Head Start and has found her dream job. Emily was a long-term sub for the Preschool Head Start class in Brigham City for three months. She took on many of the classroom teacher's responsibilities such as Parent Teacher Conferences, DRDP documentation and setting student goals with parents. She has been a substitute in the classroom she is requesting to transfer to several times and adores the children in this class. Emily has a Bachelor's Degree in Elementary Education and 6 and a half years of experience working with children. She has 4 kids of her own; the oldest is 11 and the youngest is 2. Emily is excited to move into this new position and work with the children and families. One Policy Council Member shared that Emily was a long-term sub in her son's class and she was awesome.

Motion to approve the transfer request of Emily Griffiths from Child Development

Assistant to EHS Pond Infant/Toddler Teacher		
Motion: Haylee Fellows	Seconded: Karli Leonardi	Approved: Yes

2. Vote to approve the Bear River Head Start Fiscal Policies & Procedures – Sarah Thurgood		
Our Fiscal Officer, Andy Hernandez, reviewed the Fiscal Policies and Procedures. He could not attend the Policy Council Meeting but made Sarah aware that he only made minor grammatical changes. The Fiscal Policies and Procedures guide our fiscal operations to make sure we are fiscally sound and meet all Performance Standards and audit requirements.		
Motion to approve the Bear River Head Start Fiscal Policies & Procedures		
Motion: Festus Odunuga	Seconded: Karli Leonardi	Approved: Yes

3. Vote to approve the March 20, 2025 Policy Council Meeting Minutes – Josie Smith		
Policy Council was asked if they had any questions or discussion about the meeting minutes. No questions were asked or changes made to the March 20, 2025 Policy Council Meeting Minutes.		
Motion to approve the March 20, 2025 Policy Council Meeting Minutes		
Motion: Karli Leonardi	Seconded: Chad Alvey	Approved: Yes

4. Vote to approve the April 7, 2025 Interim Policy Council Meeting Minutes – Josie Smith		
Policy Council was asked if they had any questions or discussion about these minutes. No questions were asked or changes made to the April 7, 2025 Interim Policy Council Meeting Minutes.		
Motion to approve the April 7, 2025 Interim Policy Council Meeting Minutes		
Motion: Festus Odunuga	Seconded: Haylee Fellows	Approved: Yes

5. Vote to approve holding 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 holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed		
Motion: Karli Leonardi	Seconded: Kristin Fellows	Approved: Yes

6. Vote to approve the Bear River Head Start Policy Council Bylaws – Terrah Smith		
It is a Performance Standard requirement to have a set of Bylaws to govern Policy Council. They must be reviewed and brought to Policy Council for approval every year. After Policy Council approval, they will go to the Board for review and approval. No changes have been made to the Policy Council Bylaws since their last approval. Policy Council was asked if they had any questions or anything they'd like to discuss about the Bylaws after looking over them. No questions were asked or items brought up for discussion.		
Motion to approve the Bear River Head Start Policy Council Bylaws		
Motion: Haylee Fellows	Seconded: Kristin Fellows	Approved: Yes

7. Elect a 2024-2025 Policy Council Utah Health Service Advisory Committee Member for the remainder of the year – Terrah Smith		
During our interim meeting held last week, we had a Policy Council Member who was approved and hired as a Bear River Head Start employee and is no longer able to serve on Policy Council. She was our Utah Health Service Advisory Committee Member for Policy Council so		

we have an opening for this position. If a Policy Council Member is willing to volunteer for this position, it would involve attending two meetings during the year to discuss health forms, policies and procedures, and services for the program. You would meet with health professionals in the community including doctors, dentists, staff from the health department, etc. to discuss these things. A meal will be provided. The next meeting of the Health Service Advisory Committee will be held on May 7 at noon. Our Health and Wellness Administrator will be sending out information for that meeting soon. Policy Council was asked if any of the members from Utah would be willing to volunteer to fill this position. The meetings are typically held in person at the Logan Regional Hospital in Logan and last roughly 30 minutes to an hour. A Policy Council Member who served on this committee in the past in Idaho shared that the meetings lasted about 45 minutes and were held in a conference room in the hospital. A nice catered lunch was provided. One Policy Council Member joined the meeting late and asked for more information about what we were discussing during this agenda item. We have an opening for one of our Utah Policy Council parents to serve on our Health Service Advisory Committee which would include meeting two times a year to discuss the health forms, policies and procedures and services we provide in our program. You would meet with health professionals in the community such as doctors, dentists and staff from the health department. A meal is provided. The next meeting is on May 7 at noon and information would be sent out to make sure committee members are aware. We are asking if a parent would be willing to volunteer to serve on that committee. Policy Council clarified that these meetings are twice a year. Yes. There is one scheduled in May and then the other will be held closer to the fall. Gilbert Sanchez volunteered to fill the position but also said he'd need to check his schedule. If he cannot attend the meeting in May, he will let Terrah, the Administrative Assistant, know. Gilbert was asked to leave the call during the voting process. He was elected to represent Policy Council as the Utah Health Service Advisory Committee Member. Terrah will share his information with our Health Team. If Gilbert has a conflict on May 7, he was asked to let Terrah know.

Motion to approve Gilbert Sanchez as the 2024-2025 Policy Council Utah Health Service Advisory Committee Member for the remainder of the year

Motion: Karli Leonardi

Seconded: Haylee Fellows

Approved: Yes

8. Policy Council Spring Survey Reminder – Terrah Smith

An email was sent out with a Google Form of the 2025 Policy Council Spring Survey. If you haven't already, please complete the survey by Friday, April 25. We use the information shared in this survey to make improvements for Policy Council as we can for this Policy Council year and for next year as well. We are always seeking improvement.

9. Budget Committee & Fiscal Reports – Sarah Thurgood

Budget Committee discussed how far we are into the grant year. All of the spending looks good. There will be no COLA (Cost of Living Adjustment) on the horizon for our employees right now. Sometimes this happens. There have been many years we have not received a COLA. Andy, our Fiscal Officer, is working on finishing the close out of last year's grant and will do the SEP distribution for all of the employees which will be around 8-9 percent. Andy wasn't able to attend Budget Committee Meeting this month as he is a CPA and was busy with tax deadlines. There wasn't a lot that needed to be discussed this month.

10. Program Performance & Director's Reports – Sarah Thurgood

We are going to combine the Program Performance and Director's Reports as one agenda item each month and Sarah will address both at the same time. The Performance Report is sent out every month. We are hitting all of our milestones and are not out of compliance in any area. We are entering into our planning phase for next year. We have questionnaires completed, like

was discussed with the Policy Council Spring Survey, to receive feedback to make improvements for next year. We ask for feedback on things going well and things that we need to look into to do differently, if we can. After this data is gathered, all of the Coordinators set short-term goals for their own program piece. Sarah reviews all of the data and sets program goals for our entire program. We're also going to complete our PIR Reports (Program Information Reports). Policy Council will hear a lot about this phase throughout the summer because as we complete one report it will lead to another until we have completed all of the necessary reports. We will bring all of the Program Improvement documents, which are extensive, from this entire process at the end of the summer for review and approval. Policy Council was asked if they had any questions about anything going on with the program right now. No questions were asked. Policy Council is awesome!

11. Board Report – Zinthia Cornejo

Zinthia shared a bit about our last Board Meeting. Board approved the mid-year development outcomes for all areas of the program and the Board Bylaws. They also had elections for new Board Officers. Brooks Bodily was elected as the Chairperson and Amy Gyllenskog was elected as the Vice Chairperson for this coming year. They also reviewed the regular reports: Performance, Fiscal, Director's, Budget and Policy Council. Policy Council was asked if they had any questions. No questions were asked.

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

Policy Council was asked if they had any concerns or things they would like to discuss. Policy Council asked if our centers have forms of security and what our emergency protocols are. We practice all of the same emergency drills that the schools practice. We have locking doors on all of our centers. We also have alert systems for any kind of emergency to get emergency personnel to come quickly. Our bigger centers have a button that our secretaries can hit to lock all of the classroom doors in the event someone were to come into the lobbies. There is another exit to get outside but we would typically shelter in place and keep the kids in a safe area. All of our centers are close to emergency services. It wouldn't take long for emergency personnel to arrive, if needed. No other questions or discussion items were brought up.

13. Community Report – Policy Council Representatives

Policy Council was asked if they had anything they wanted to report that is going on in the community. No events were shared.

14. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if they attended their Parent Committee Meeting and if they could report on what was observed or discussed. A Policy Council Member asked if the Parent Committee Meeting was a phone call that happened a couple of weeks ago or if these meetings are held in person. There was a Parent Committee Meeting yesterday at both 10:00am and 7:00pm. They consist of a brief meeting at the beginning and then a Conscious Discipline workshop and discussion via Zoom. No Policy Council Members attended the Parent Committee Meeting this month so there was nothing to report but they are usually pretty good.

15. Calendar Review – Terrah Smith

As the calendar was reviewed, Terrah made sure to announce the dates for the upcoming Parent Committee Meetings.

- Thursday, May 1: 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
- Tuesday, May 6: Spanish Virtual Parent Committee Meeting at 6:00pm

-Wednesday, May 7: 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
 -Wednesday, May 7: English Virtual Parent Committee Meetings at 10:00am & 7:00pm
 -Tuesday, May 13: Budget Committee Meeting at 10:00am (Policy Council Treasurer attends)
 -Thursday, May 15: Last Day for Preschool Head Start Part-Day Services
 -Thursday, May 15: 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
 -Thursday, May 15: Policy Council Meeting at 7:00pm
 -Wednesday, May 21: 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
 -Monday, May 26: Memorial Day – All Staff Off & Centers closed
 -Tuesday, May 27: Board Meeting at 5:00pm (Policy Council Chair attends)

16. Vote to adjourn the April 17, 2025 Policy Council Meeting – Josie Smith

With no other business to conduct, the April 17, 2025 Policy Council Meeting was adjourned at 7:36pm.

Motion to adjourn the April 17, 2025 Policy Council Meeting

Motion: Karli Leonardi

Seconded: Gilbert Sanchez

Approved: Yes