

Officer Signature Cassidy MacoubrieDate 06-19-2025

BEAR RIVER HEAD START POLICY COUNCIL

2024-2025 Meeting Minutes

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| Date: Thursday, May 15, 2025 | Start Time: 7:00PM End Time: 7:45PM | 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 | | E |
| Gilbert Sanchez* (UT HSAC) | Hyde Park Representative | X | |
| Cassidy Macoubrie* (Vice Chairperson) | Logan Representative | X | |
| | Hyrum Representative | | |
| Haylee Fellows* | Smithfield Representative | X | |
| | Richmond Representative | | |
| Karli Leonardi* (Secretary) | Malad Representative | X | |
| | Paris Representative | | |
| Kristin Fellows* | Preston Representative | X | |
| Festus Odunuga* | Nest/Koop Representative | X | |
| | Fishpond Representative | | |
| Suzie Yeates | Board Representative | X | |
| Justin Nuñez* | Community Representative | X | |

*Trained & Seated Policy Council Members

| Members needed for a Quorum: 6 | |
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| Number of Voting Members who attended the meeting: 8 | 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 (Executive Director), Kristie Curtis (Family Services Coordinator), Steph Wood (Centerbased Coordinator), ReNae Torbenson (Homebased Coordinator), Cherie Pierce (Health & Wellness Administrator), Cassie Petersen (Child Development Manager & Facilities Coordinator) | |

1. Vote to approve the hire request of Jessica Rasmussen as an EHS Family Educator – ReNae Torbenson

Jessica and her husband are moving to Logan in June to be closer to his family and enjoy the nature and beauty of Logan and the surrounding areas. She has been working at the Head Start in Arizona, where she has lived almost her entire life, for ten years. Jessica has been an EHS Teacher where she worked closely with the families and infants and toddlers, helping them grow and develop. She has also worked as a Center Director and a Head Start Teacher. Jessica brings a lot of experience with her. She works really well with families and is able to make great connections with them. She can't wait to hopefully work with the Bear River Head Start families.

Motion to approve the hire request of Jessica Rasmussen as an EHS Family Educator

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| Motion: Karli Leonardi | Seconded: Justin Nuñez | Approved: Yes |
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2. Vote to approve the hire request of Starley Ray as a PHS Logan Extended Day Aide –

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| Steph Wood | | |
| Starley is a transfer student from Cedar City. She was studying Elementary Education with Special Education there but they dissolved their Special Education program. Starley looked into Utah State University and saw they have a really good Communicative Disorders program. Her goal is to become a Speech Pathologist. Starley is a junior and has about a year and a half left to graduate including with a minor in Spanish. She is trilingual and knows ASL and Spanish and would love to teach the children a little about that. Starley loves camping, kayaking and being outside. She has experience working with kids as a swim instructor. She worked with children from 3 months to 12 years old and it was her favorite job. Starley is really excited to have her head start at Bear River Head Start. | | |
| Motion to approve the hire request of Starley Ray as a PHS Logan Extended Day Aide | | |
| Motion: Gilbert Sanchez | Seconded: Justin Nuñez | Approved: Yes |

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| 3. Vote to approve the hire request of Mckenzy Bitterman as a PHS Logan Teacher Assistant – Steph Wood | | |
| Mckenzy is from California. She moved here with her family in 2020. At that time she was starting High School where she took a lot of child development classes. Mckenzy has always been interested in teaching. She has been working at Lincoln Elementary with the Special Needs and Special Elements this past year. She feels like she's always had a pretty open and fun mind. Mckenzy loves kids and has always had a connection with the kids she's working with. It would be such an honor to work with Bear River Head Start and teach the children. | | |
| Motion to approve the hire request of Mckenzy Bitterman as a PHS Logan Teacher Assistant | | |
| Motion: Justin Nuñez | Seconded: Gilbert Sanchez | Approved: Yes |

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| 4. Vote to approve the hire request of Erin Jacobs as an EHS Pond Infant/Toddler Teacher – Steph Wood | | |
| Erin just graduated from Utah State University with a Bachelor's Degree in Human Development and Family Studies with a minor in Child Development. She recently worked at the Family Place in Logan with respite, crisis and shelter children. Erin cared for the children, helped plan activities and taught emotional regulation skills. She has eight years' experience working with children in day care, preschool and in-home settings. With Erin's academic background and her experience working with children, she feels prepared for, and looks forward to, being a part of the Head Start community. | | |
| Motion to approve the hire request of Erin Jacobs as an EHS Pond Infant/Toddler Teacher | | |
| Motion: Gilbert Sanchez | Seconded: Cassidy Macoubrie | Approved: Yes |

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| 5. Vote to approve the promotional transfer request of Lauren Casper from PHS On-Call Teacher Assistant to PHS Child Development Assistant for all areas – Steph Wood | | |
| Lauren is currently an on-call Teacher Assistant for PHS. She is hoping to transfer to the roll of Child Development Assistant. She is looking forward to growing her knowledge and professionalism. Lauren recently graduated magna cum laude with a Bachelor's degree in Human Development and Family Studies with a Child Development emphasis. She was also able to receive an undergraduate certificate in Early Childhood. Lauren's education at Utah State University, and her time working as a Teaching Assistant at the Dolores Doré Eccles Center for Early Care and Education has greatly prepared for her for this roll. She is confident she will excel in this position. Her time as an intern at the Family Place gave her great experience as well and showed her first hand the positive impact organizations can have when | | |

they focus on helping families and children. Lauren has lived in Utah most of her life and has been married for almost two years. She enjoys reading, traveling and going on walks. She loves it here in Logan and is looking forward to the summer. Lauren is grateful for the opportunity to hopefully start in a new position and can't wait to make a positive impact.

Motion to approve the promotional transfer request of Lauren Casper from PHS On-Call Teacher Assistant to PHS Child Development Assistant for all areas

Motion: Gilbert Sanchez

Seconded: Karli Leonardi

Approved: Yes

6. Vote to approve the promotional transfer request of Sabrina King from PHS Richmond Teacher Assistant to EHS Pond Infant/Toddler Teacher – Steph Wood

Sabrina currently works in the Richmond PHS Center. It is being dissolved after this year. While she loves working in PHS, it will be a good experience for her to transfer and work with the younger kids. Sabrina just received her CDA (Child Development Associate) from the Council of Professional Development. She is planning to go back to school and earn her degree in Early Childhood Development. Sabrina started working at Head Start when she was 18. She has worked here for the last three years and has absolutely loved it.

Motion to approve the promotional transfer request of Sabrina King from PHS Richmond Teacher Assistant to EHS Pond Infant/Toddler Teacher

Motion: Gilbert Sanchez

Seconded: Cassidy Macoubrie

Approved: Yes

7. Vote to approve the May 2025 Lateral Staff Transfer Requests – Steph Wood

Policy Council received a table showing which staff are requesting a lateral transfer with their current position, requested position and their date of transfer. It also includes if they are qualified for the requested position, if they are eligible to transfer and the reason for the transfer. We decided to create this chart so Policy Council wouldn't have as many staff coming to Policy Council Meetings for approval because Policy Council have already met these staff members and approved them. These lateral transfers will maintain the same grade and step in our system so they will keep the same pay. The job descriptions of their current and requested positions are really similar. For example, some may be transferring from a Teacher Assistant to a Classroom Assistant which are very similar. Another is going from being an Extended Day Aide, which is like a Teacher Assistant to an on-call Teacher Assistant. We put them in a table for Policy Council because a lateral move is different from other transfers which are promotional. If staff are requesting a promotional transfer, they will always be brought separately to Policy Council to approve. Lateral moves like this will be seen more in the Spring and in the Fall as we're getting staff set in their new positions for the start of the school year. Policy Council was asked if they had any questions about these transfers. Policy Council stated this is all pretty clear.

Motion to approve the May 2025 Lateral Staff Transfer Requests

Motion: Festus Odunuga

Seconded: Karli Leonardi

Approved: Yes

8. Vote to approve the Bear River Head Start P-Card Procedure – Sarah Thurgood

We've been talking about implementing P-Cards for some time. We're ready to move forward with it because as the school year is ending the amount of documentation that goes through the Fiscal Office is not nearly as heavy. In-house we have Debbie Zilles within our fiscal department who is our Fiscal Office Manager. She used to work for Logan City in many different positions and has done a lot of purchasing. We also have Carley and Tiffany and they have been in offices where a lot of purchasing has occurred. Debbie has more experience with implementing P-Cards than any other staff member. She wrote this procedure and Andy, our Fiscal Officer, reviewed and approved it. It is being brought to Policy Council for approval and will then go to Board. After we have all of the approvals, we will be able to go forward with implementing the P-

Cards for purchasing. We still have the same prior approval step from our management team, the Coordinators in this purchasing process. The difference in using these cards will be that we will not need to write out Purchase Orders. We will still write up blue slips which is part of the procedure where we're gathering prior approval, showing what the purchase is for, the cost and what part of the program will be making the purchase. Each Coordinator will have a credit card to make the purchase. Afterward, all the documentation will be sent to the Fiscal Office to process and then we will cut a check to US Bank. This change will save so much time and be so much better. Policy Council was asked if they had any questions about this. No questions were asked. We will continue to update Policy Council about this as we move forward.

Motion to approve the Bear River Head Start P-Card Procedure

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| Motion: Festus Odunuga | Seconded: Justin Nuñez | Approved: Yes |
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9. Vote to approve the Bear River Head Start Fiscal Procedure: Critical Fiscal Issues – Sarah Thurgood

We developed the Critical Fiscal Issues procedure several years ago as we were reworking how our Fiscal Office was doing business. It was approved by our attorney, the Regional Office and the Fiscal Officer at the time. We have it approved every year. Nothing has been substantially changed in this procedure this year. After it is approved this year, we will include it with the Fiscal Policies and Procedures and not have it brought separately for approval. Policy Council was asked if they had any questions about this. No questions were asked. This procedure outlines what we do if there are questions or anything critical occurs within our fiscal systems.

Motion to approve the Bear River Head Start Fiscal Procedure: Critical Fiscal Issues

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| Motion: Gilbert Sanchez | Seconded: Cassidy Macoubrie | Approved: Yes |
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10. Vote to approve the Bear River Head Start Timesheet Random Audit Procedure – Sarah Thurgood

The Timesheet Random Audit Procedure is another fiscal procedure that needs to be approved annually. It is also on its own timeline as it was developed a few years ago when we were improving our fiscal operations. We randomly check time sheets to make sure there are no irregularities and that there is a system for checks and balances. We will tuck this procedure into our Fiscal Policies and Procedures after this year as well. Policy Council was asked if they had any questions about this. No questions were asked.

Motion to approve the Bear River Head Start Timesheet Random Audit Procedure

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| Motion: Haylee Fellows | Seconded: Karli Leonardi | Approved: Yes |
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11. Vote to approve the April 17, 2025 Policy Council Meeting Minutes – Josie Smith

Policy Council was asked if they had any questions about these meeting minutes. No questions were asked or changes made to the April 17, 2025 Policy Council Meeting Minutes.

Motion to approve the April 17, 2025 Policy Council Meeting Minutes

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| Motion: Gilbert Sanchez | Seconded: Festus Odunuga | Approved: Yes |
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12. Vote to approve the April 28, 2025 Interim Policy Council Meeting Minutes – Josie Smith

Policy Council was asked if they had any questions about these meeting minutes. No questions were asked or changes made to the April 28, 2025 Interim Policy Council Meeting Minutes.

Motion to approve the April 28, 2025 Interim Policy Council Meeting Minutes

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| Motion: Cassidy Macoubrie | Seconded: Gilbert Sanchez | Approved: Yes |
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13. Vote to approve holding Interim Policy Council Meetings prior to the next scheduled

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| Policy Council Meeting, as needed – Josie Smith | | |
| Policy Council was asked if 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: Gilbert Sanchez | Seconded: Haylee Fellows | Approved: Yes |

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| 14. Elect a Policy Council Treasurer for the remainder of the 2024-2025 Policy Council Year – Terrah Smith | | |
| <p>We had a Policy Council member recently resign and they were the Treasurer that was elected for this year so we have an opening for this position. As a reminder, all officers will remain seated in their positions from now until November when the new Policy Council elects their officers for the new Policy Council year. The officers elected for this year may attend that November meeting to help train the incoming officers. All Policy Council officers are expected to follow the Code of Conduct, which means being professional and working together toward problem-solving.</p> <p>The main duty of the Policy Council Treasurer is to hold a chair on our Budget Committee and attend the monthly meeting that is held the Tuesday before Policy Council at 10:00am by calling into the meeting. The meetings are usually pretty short, roughly 15-20 minutes. The Administrative Assistant will email an agenda and reminder for the Budget Committee Meeting each month. The Treasurer will then be asked to share a brief report of what occurred during that meeting at each month's Policy Council meeting. The Treasurer may be asked to conduct a Policy Council meeting if the other officers are unable to do so with the help and support of the Administrative Assistant. Policy Council was asked for volunteers to put forth their names to fill the Treasurer position for the remainder of the Policy Council year. No names were put forth. Policy Council was asked if they had questions about the Treasurer position. Policy Council asked if someone elected as another officer could also fill this position. We could have another officer sit in on the meetings representing the Policy Council until the end of the term if we are unable to elect someone as a Treasurer. Cassidy Macoubrie is willing to sit in on these meetings representing Policy Council as the Vice Chair for the remainder of this Policy Council year since we no longer have a Policy Council Treasurer elected. Thank you, Cassidy!</p> | | |
| Motion to approve Cassidy Macoubrie sitting in on the Budget Committee Meetings to represent the Policy Council as a Policy Council Treasurer was not elected for the remainder of the 2024-2025 Policy Council Year | | |
| Motion: Karli Leonardi | Seconded: Justin Nuñez | Approved: Yes |

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| 15. Elect a Policy Council Idaho Health Service Advisory Committee Member for the remainder of the 2024-2025 Policy Council Year – Terrah Smith | | |
| <p>Last month we elected Gilbert to represent the Utah parents on the Health Service Advisory Committee. We now need to elect a parent to represent Idaho. This entails attending one final meeting during the year to discuss health forms, policies and procedures and services for the program. Other health professionals in the community will also be in attendance at these meetings including doctors, dentists, staff from the health department, etc. The meeting is held during lunch time and a meal will be provided. Typically these meetings last from 45 minutes to an hour. This committee just met earlier this month. The next meeting will be around the beginning of November. Policy Council was asked if anyone was interested in representing the parents from Idaho on this committee. When are the elections for next year's Policy Council Officers? The elections for the officers for the next Policy Council will take place at the November Policy Council Meeting. The Health Service Advisory Committee will meet just prior to that. If someone is willing to fill this position, that would be great but if we are unable to fill this position at this point, that is okay. Policy Council asked if this person needs to live in Idaho. Yes,</p> | | |

that is correct. Karli Leonardi was on the Health Service Advisory Committee last year and is willing to attend the November meeting this year. Thank you, Karli!
Although this is not an officer position we will still hold a vote to show that Karli has the approval of Policy Council to serve on the Health Service Advisory Committee.

Motion to approve Karli Leonardi as the Policy Council Idaho Health Service Advisory Committee Member for the remainder of the 2024-2025 Policy Council Year

Motion: Cassidy Macoubrie

Seconded: Gilbert Sanchez

Approved: Yes

16. Budget Committee & Fiscal Reports – Sarah Thurgood

Budget Committee Meeting was really short this month. Budgets are ready to be dispersed to the Coordinators. We discussed how far we are into the year and our spending matches that amount. We haven't heard any further if there will be a COLA (Cost of Living Adjustment) for our staff this year and, at this point, we're pretty sure there won't be; sometimes that happens. The Fiscal Team is getting ready to have their audit. It will be done earlier this year and will be with the same company. Andy feels good about going with the same company this year because we do not foresee having the same problems we had last year. The auditors should be on site in June. Fiscal will do the SEP distribution to the staff afterward which should be around 7-8%. We won't know the exact numbers until they finish up the audit. Everything is going really well in fiscal. Andy got the required reports turned in on time. He and the rest of the team know what needs to be done and get it taken care of.

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

We are hitting all of our milestones. There are no issues and nothing to report of a negative nature. Everything is really positive. Sarah's Director's Report is really small this month as well. As the school year starts to wind down there is not as much to report but we will be getting into the extensive program planning phase over the summer months. Policy Council will hear a lot about that this summer.

18. Board Report – Suzie Yeates

The last Board meeting was pretty light. The Audit should go well. Everything is on time, going smoothly and looks really positive. We are prepared to keep moving forward. Board Meeting will be held virtually this month because their agenda is light again.

Our Head Start Association in Utah is inviting all programs to invite their parents to write a thank you letter to our Congressmen and Senators for helping to ensure our funding. It can be a short letter letting them know the good things Head Start has done for you. Family Advocates, Teachers and Educators have instructions for any families that would like to do that.

Thank you, Sarah and Policy Council parents!

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

Policy Council was asked if they had anything to discuss. No questions or items were brought up for discussion.

20. Community Report – Policy Council Representatives

Policy Council was asked if they had anything to share about events going on in the community. No events were shared.

21. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if they had anything to report from attending their Parent Committee Meeting. Nothing was reported.

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| 22. Calendar Review – Terrah Smith |
| -Friday, June 6: Early Head Start Centers will be closed for staff training -Thursday, June 12: Last day for Preschool Head Start Extended-Day Services -Tuesday, June 17: Budget Committee Meeting at 10:00am; Terrah will get the information to Cassidy to attend that meeting -Thursday, June 19: Policy Council at 7:00pm -Tuesday, June 24: Board Meeting at 5:00pm; Josie will attend that meeting as the Policy Council Chairperson |

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| 23. Vote to adjourn the May 15, 2025 Policy Council Meeting – Josie Smith |
| With no other business to conduct, the May 15, 2025 Policy Council Meeting was adjourned at 7:45pm. |
| Motion to adjourn the May 15, 2025 Policy Council Meeting |
| Motion: Gilbert Sanchez |
| Seconded: Cassidy Macoubrie |
| Approved: Yes |