

Officer Signature Johanna SmithDate 07-23-2025

BEAR RIVER HEAD START POLICY COUNCIL

2024-2025 Meeting Minutes

Date: Thursday, June 19, 2025	Start Time: 7:00PM End Time: 8:15PM	Location: Dialpad Meetings: 1-888-602-7505	
2024-2025 Policy Council Members' Attendance		YES	NO
Josie Smith* (Chairperson)	Brigham Representative		E
Chad Alvey*	Tremonton Representative		X
Gilbert Sanchez* (UT HSAC)	Hyde Park Representative		E
Cassidy Macoubrie* (Vice Chairperson)	Logan Representative	X	
	Hyrum Representative		
Haylee Fellows*	Smithfield Representative	X	
	Richmond Representative		
Karli Leonardi* (Secretary & ID HSAC)	Malad Representative	X	
	Paris Representative		
Kristin Fellows*	Preston Representative	X	
Festus Odunuga*	Nest/Koop Representative	X	
	Fishpond Representative		
Cindi Hill	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: 5	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), ReNae Torbenson (Homebased Coordinator), Cherie Pierce (Health & Wellness Administrator), Cassie Petersen (Child Development Manager & Facilities Coordinator), Denise Webb (Family Development Manager), Kaycey Peterson (PHS Child Development Manager)	

1. Vote to approve the hire request of McKinnlee Rogers as an EHS Nest/Koop Infant/Toddler Teacher – Steph Wood

McKinnlee graduated in April from Utah State University with her Bachelor's Degree in Human Development and Family Studies with an emphasis in Child Development. She has over four years of experience working with children and families at previous daycares and preschools. McKinnlee has worked as a Teacher Assistant, a Teacher and this last year she got the opportunity to have an internship at the USU Child Development Laboratory Preschool. This experience allowed her to build her skills and knowledge surrounding child development. She feels confident with her experience and education and that it will aid her in serving the children and families in the classroom. McKinnlee really looks forward to being a part of the Head Start community.

Motion to approve the hire request of McKinnlee Rogers as an EHS Nest/Koop

Infant/Toddler Teacher		
Motion: Kristin Fellows	Seconded: Haylee Fellows	Approved: Yes

2. Vote to approve the hire request of Grace Erickson as a Health Specialist – Cherie Pierce		
<p>Grace graduated from Brigham Young University in April with her Bachelor's Degree in Public Health with an emphasis in Health Prevention. She believes she is uniquely qualified with for this position with her experience of getting her education as well as working in several different positions. Grace has been working with children and families over ten years in a plethora of different roles. Most recently she worked as a Home Visitor for The United Way of Northern Utah in their Welcome Baby program. This gave her a lot of experience learning about families, the struggles they endure and the struggles that can come with parenting. It also allowed her to work in diverse communities. Grace also worked for a Pediatrician which gave her a lot of experience working with patient records, patient privacy as well as insurance. She worked with companies like Medicaid and CHIP and understands how difficult that can be. Grace is really passionate about child welfare and well-being. She's really excited to work with Bear River Head Start and be able to help the families that are served by this program.</p> <p>Policy Council asked why Grace decided to switch from the health care side of things to child and family services. Grace saw a lot of conditions while working for a Pediatrician that were behavior based as well as influenced by the decisions of the parents. A lot of times the interventions of medicine or seeing a doctor didn't address the underlying issues. She became really passionate about health promotion. Grace has found it possible to help a lot of people by starting with foundational things and building from there.</p>		
Motion to approve the hire request of Grace Erickson as a Health Specialist		
Motion: Haylee Fellows	Seconded: Karli Leonardi	Approved: Yes

3. Vote to approve the hire request of Katie Swapp as a Family Advocate – Kristie Curtis		
<p>Katie graduated in May from Utah State with a degree in Human Development and Family Studies. She has a few years of experience working as a nanny. For the past two years, Katie has worked in a Special Education preschool in the Cache County School District. In that position she worked with students on individual, academic and social goals, helped the teachers adapt the activities to children with different needs and communicated with families about their child's progress. Katie feels she would be a good fit for this position because she is really passionate about child development and helping families best support their growing children. She knows that the best learning experiences we have are within the family.</p>		
Motion to approve the hire request of Katie Swapp as a Family Advocate		
Motion: Festus Odunuga	Seconded: Kristin Fellows	Approved: Yes

4. Vote to approve the transfer request of Amanda Jensen from EHS Pond Infant/Toddler Teacher to EHS Pond Center Based Child Development Manager – Steph Wood		
<p>Amanda has worked at Head Start for seven years. She loves being able to watch the children as they get excited to learn something new. Amanda is looking forward to serving the children and families in a different capacity as the Centerbased Manager. Policy Council asked Amanda to share one of the values she intends to have as a manager at the Pond. Amanda wants to create a positive environment for the children, their parents and the staff by having open communication. She hopes this will help the families feel comfortable, the children have the best environment to be able to continue to grow and develop and support the staff so they can provide the best for the families in their care.</p>		
Motion to approve the transfer request of Amanda Jensen from EHS Pond Infant/Toddler Teacher to EHS Pond Center Based Child Development Manager		

Motion: Festus Odunuga	Seconded: Kristin Fellows	Approved: Yes
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5. Vote to approve the transfer request of Janeth Ocampo from EHS Pond Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher – Steph Wood

Janeth recently came back to Head Start after taking a break to focus on schooling. She previously worked as an Infant/Toddler Teacher for three years. Janeth is looking forward to getting back into this position.

Motion to approve the transfer request of Janeth Ocampo from EHS Pond Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher

Motion: Festus Odunuga	Seconded: Karli Leonardi	Approved: Yes
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6. Vote to approve the transfer request of Bethany Nash from PHS Logan Teacher Assistant to PHS Logan Extended-Day Teacher – Steph Wood

Bethany started working at Head Start in January and has been the Teacher Assistant for the Wonder classroom up until now. She recently earned her CDA (Child Development Associate) certification. Bethany is hoping to transfer to lead Teacher so she can engage in lesson planning more often and be more involved with the kids we serve and care for. She has really enjoyed being a Teacher Assistant and would love to continue working with the kids in a similar capacity.

Motion to approve the transfer request of Bethany Nash from PHS Logan Teacher Assistant to PHS Logan Extended-Day Teacher

Motion: Kristin Fellows	Seconded: Festus Odunuga	Approved: Yes
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7. Vote to approve the June 2025 Lateral Staff Transfer Requests – Sarah Thurgood

Lateral transfers are staff moving from one position to another within the program that is similar. It is not a promotion, just in a different location or classroom. We have a lot of these kinds of transfers this time of year. Policy Council was asked if they had any questions about these transfers. By voting to approve these transfers, Policy Council is showing they are aware of them, were informed and saw the information regarding them. They will not need to vote on each lateral staff transfer individually but can approve them as a group.

Motion to approve the June 2025 Lateral Staff Transfer Requests

Motion: Karli Leonardi	Seconded: Festus Odunuga	Approved: Yes
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8. Vote to approve the End-of-Year Homebased Child Development Outcomes – ReNae Torbenson

ReNae is the Homebased Coordinator. We finished our Spring Outcomes in May. It has been an excellent year for us. The Early Head Start Homebased children as a group showed growth across all of the domains with the greatest in Approaches to Learning, Social/Emotional and Cognitive skills. The Dual Language Learners also showed gains between all of the assessment periods. Our children with IFSPs (Individualized Family Service Plans) and IEPs (Individualized Education Plans) showed excellent growth. Most of those kids are three now and will be transitioning to Preschool Head Start classrooms. After each assessment period, we provide parents with an individualized chart for their child. We ask them to continue working on their child's goals throughout the summer so they come back in the fall ready to go. We also support our staff. We provide Mentor Coaching and trainings to help them increase their knowledge to do better each time we complete the assessments and gather Outcomes.

Motion to approve the End-of-Year Homebased Child Development Outcomes

Motion: Festus Odunuga	Seconded: Kristin Fellows	Approved: Yes
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9. Vote to approve the End-of-Year Early Head Start Centerbased Child Development

Outcomes – Sarah Thurgood		
<p>We review outcomes during Policy Council at the beginning, mid and end of year after they are completed. This helps everyone know what they are, how we gather them and what we are looking for. Sarah visited with Steph Wood, the Centerbased Coordinator, about the end of year Centerbased Outcomes to report at this meeting. The Centerbased staff didn't have any worries and are pleased with the Outcomes. They feel like the Preschool Head Start kids are Kindergarten ready. Policy Council was asked if they had any questions about the Centerbased Outcomes. Policy Council asked if they needed to vote on the Early Head Start and Preschool Head Start Centerbased Outcomes separately. Yes, they will be voted on separately because they assess different skills for the different age groups.</p> <p>When the Early Head Start Centerbased staff were working on pulling the data from our system for these Outcome reports, there was a glitch in our online database system. It appeared like the children hadn't made any progress throughout the year which was not correct. The staff had to work with ChildPus who fixed the glitch. The Early Head Start kids, ages 0-3, made good progress throughout the year. One thing Sarah wanted to bring attention to is how Outcomes can be affected when we have children leave the program and new children are enrolled mid-year. Sometimes, when entering and aggregating the Outcomes, which includes data for the children who were not in our centers for the full school year, the curve of the overall outcomes is changed. It's not because those kids aren't wonderful and smart; they just haven't been in school as long as the others and haven't had a chance to learn all of the things they need to yet. That does happen and is part of Outcomes data analysis and collection. The Early Head Start Outcomes had no concerns and look really good.</p>		
Motion to approve the End-of-Year Early Head Start Centerbased Child Development Outcomes		
Motion: Karli Leonardi	Seconded: Kristin Fellows	Approved: Yes

10. Vote to approve the End-of-Year Preschool Head Start Centerbased Child Development Outcomes – Sarah Thurgood		
<p>The Preschool Head Start staff didn't have a glitch with our database and everything came together well for their Outcomes reports. For further information, see the notes for agenda item 9. Vote to approve the End-of-Year Early Head Start Centerbased Child Development Outcomes.</p>		
Motion to approve the End-of-Year Preschool Head Start Centerbased Child Development Outcomes		
Motion: Cindi Hill	Seconded: Festus Odunuga	Approved: Yes

11. Vote to approve the End-of-Year Family Development Outcomes – Sarah Thurgood		
<p>The Family Development Outcomes are great. The families met their goals and showed growth in all of the domains. There are no concerns with these Outcomes. Policy Council was asked if they had any questions. No questions were asked.</p>		
Motion to approve the End-of-Year Family Development Outcomes		
Motion: Karli Leonardi	Seconded: Festus Odunuga	Approved: Yes

12. Vote to approve the Bear River Head Start Child Abuse and Neglect Policy – Sarah Thurgood		
<p>Nothing has changed in this policy. In the past, we had staff complete a Child Abuse and Neglect training online which we are required to provide every year for our employees. The online training is now very expensive. Instead we will work with our local Department of Child and Family Services (DCFS) community partners to provide the training in person for new and continuing staff to meet this requirement. We frequently work with DCFS and their staff are</p>		

fabulous. We are mandatory reporters. It is the law to report any suspected child abuse or neglect.

Motion to approve the Bear River Head Start Child Abuse and Neglect Policy

Motion: Festus Odunuga

Seconded: Cindi Hill

Approved: Yes

13. Vote to approve the following Bear River Head Start Health Policies & Procedures – Cherie Pierce:

-Exclusion Policy

-Infection Control Policy

-Immunization Policy/Procedure

-Emergency Plan

Policy Council asked if they need to vote on each of the Health Policies and Procedures separately. No; you can vote on them together. We have each policy listed so it is clear which policies are being voted on for approval.

Cherie is the Health and Wellness Administrator. Each of these policies had a few changes made to them this year. We had a child who had pin worms this year so we added information about that to the Exclusion Policy that follows Bear River Health Department instructions. We made some changes to the Infection Control Policy to clarify staff questions. We added an Outbreak Notification Protocol to the Immunization Policy and Procedure. We condensed classroom letters to one generic letter in the Emergency Plan to be able to get them out quicker, if needed. We've also updated the addresses for our shelter locations in the Emergency Plan. We are still waiting on the shelter locations for two classrooms to follow the protocol for the elementary schools they are located in. We will bring those addresses back in July. We also adjusted wording in the Emergency Plan to alleviate confusion regarding 72 Hour Kits and Shelter-in-Place bins. They are interchangeable.

The school districts are off for the summer which is why we're still waiting for those two emergency shelter locations. Even though there are two locations we are waiting for, Policy Council can approve the Emergency Plan. The shelter location addresses will be brought next month for your knowledge. Policy Council won't need to approve the Emergency Plan again.

Motion to approve the following Bear River Head Start Health Policies & Procedures:

-Exclusion Policy

-Infection Control Policy

-Immunization Policy/Procedure

-Emergency Plan

Motion: Karli Leonardi

Seconded: Cindi Hill

Approved: Yes

14. Vote to approve the Bear River Head Start Employee Policies – Sarah Thurgood

We've had these Employee Policies in place for some time, as a requirement for running a program and business, for staff to reference and adhere to. Every year we are required to review and update them if significant things have changed. Terrah, as the Administrative Assistant, helped with the compilation process of changes to the Employee Policies and Operational Policies and Procedures. She was asked to review the changes made. The Coordinators reviewed these policies to make sure they are up-to-date. Some of the changes made were minor to provide clarity. We've had some staff recently who have not completed the 90-Day Introductory Period. The wording was clarified regarding that procedure in the policies. The Executive Summaries for these policies list the changes made with the pages they are on within the policies. The changes are also highlighted throughout the policies. Some of the changes were just fixing typos. 'Director' was changed to 'Executive Director' and 'Health and Wellness Coordinator' was changed to 'Area Coordinator'. We no longer have a Health and Wellness Coordinator. The policies were updated to show that the Coordinator over each area

of the program will meet the needs in those sections. We're using Hartford to provide the benefit of Employee Counseling now instead of IHC (Intermountain Health Care) so that section was updated accordingly. We've also had a lot of questions about employee leave and how that is accrued now as we are using an online payroll system, Gusto. The wording was adjusted in the policies to reflect those changes for both personal and annual leave accrual to align with Gusto processes. We've also made the change to paying out the full amount for any personal leave not used to staff at the end of each fiscal year instead of paying out half the amount. We've also updated the policy to state that staff will receive an evaluation after their 90-day introductory period and at least annually after that.

Motion to approve the Bear River Head Start Employee Policies

Motion: Kristin Fellows

Seconded: Festus Odunuga

Approved: Yes

15. Vote to approve the Bear River Head Start Operational Procedures – Sarah Thurgood

We are also required to review the Operational Procedures every year and update them as needed. The specific policies that are highlighted on the agenda and on the appendix (with an asterisk) for the Operational Procedures are the policies that Policy Council and Board need to be aware of and must be voted on for approval annually. These policies are so important they would be offenses that someone could be fired for if they are broken. They are included in the Operational Procedures and do not need to be approved individually but we want to make sure everyone is aware of these policies including staff and program parents.

The same changes that Terrah reviewed when discussing the Employee Policies were made to the Operational Procedures including title changes, adjustments to provide clarity, etc. We have now incorporated the Community Complaint Policy and the Non-Staff Background Checks Policy into our Operational Procedures. They have been going to Policy Council and Board for approval separately in the past but will be included in the Operational Procedures moving forward. An Arrest Disclosure Statement was just created and included in the Operational Procedures. We have background checks completed on our staff upon employment and every five years after that on a rotating basis. We want to make sure that it is clear in these policies that if someone is arrested they need to disclose that to their supervisor or Coordinator along with what the arrest was for. We do not want a staff member working closely with children or families who has been arrested for a serious offense that we are unaware of because it occurred between the initial background check and the follow up check five years later. Staff must disclose so we are aware of anything happening in between times when background checks are done. Once a staff discloses and we are made aware we will look into what the arrest was for, what the charge was, if they can continue working in their current position or if we need to move them to a different position where they wouldn't be working with children or families or if it is serious enough that we would need to put them on leave until they work through the court system. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the Bear River Head Start Operational Procedures

Motion: Kristin Fellows

Seconded: Cindi Hill

Approved: Yes

16. Vote to approve the May 15, 2025 Policy Council Meeting Minutes – Cassidy Macoubrie

Policy Council was asked if they had any questions or concerns about the meeting minutes. No questions were asked or changes made to the May 15, 2025 Policy Council Meeting Minutes.

Motion to approve the May 15, 2024 Policy Council Meeting Minutes

Motion: Kristin Fellows

Seconded: Karli Leonardi

Approved: Yes

17. Vote to approve the June 5, 2025 Interim Policy Council Meeting Minutes – Cassidy

Macoubrie		
Policy Council was asked if they had any questions about these meeting minutes. No questions were asked or changes made to the June 5, 2025 Interim Policy Council Meeting Minutes.		
Motion to approve the June 5, 2025 Interim Policy Council Meeting Minutes		
Motion: Haylee Fellows	Seconded: Kristin Fellows	Approved: Yes

18. Vote to approve holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed – Cassidy Macoubrie		
Policy Council was asked if they had any questions or concerns about this agenda item. No questions were asked or concerns expressed.		
Motion to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed		
Motion: Haylee Fellows	Seconded: Kristin Fellows	Approved: Yes

19. Budget Committee & Fiscal Reports – Sarah Thurgood & Cassidy Macoubrie		
<p>Budget Committee discussed where we are with our spending and the SEP distributions. We just finished up the Fiscal Audit. Once the Audit is finished and there aren't any other adjustments that need to be made, Fiscal can make the SEP distributions, which is money that goes into retirement accounts for staff. The amount of the distribution depends on how much funding we have left over at the end of the grant year. We always make sure the funding goes to the children and families first and is going where it should be according to the grant rules. Anything else left at the end of the year can be distributed evenly among the staff. We always get prior approval for the SEP from Board. It usually ends up being between 8-9%. We will let you know next month how much it ends up being this year. Andy stated it is ready to go and can be distributed. This is a nice perk for our staff.</p> <p>Budget Committee also discussed a lot about the Hyrum classroom. Sarah will share more about this during her Director's Report along with other items related to the funding.</p> <p>Policy Council was asked if they had any questions about the Budget Committee or Fiscal Reports. No questions were asked.</p>		

20. Program Performance & Director's Reports – Sarah Thurgood		
<p>Sarah started with the Performance Report. We have met all of our milestones and are not out of compliance in any areas. Everything is running as it should.</p> <p>After Memorial Day weekend, the teachers came back to the Hyrum classroom on Tuesday to a burst pipe and running water. We called BluSky Restoration and they were able to come quickly and mitigate the water damage which included stopping the water from running to avoid further damage. Sarah discussed this with Board that same night. During the discussion, it was decided to get three bids for the restoration services. We wanted to be sure the price for the restoration would be fair and equal. The bid from BluSky came back at \$19,000 for the mitigation which was dealing with the immediate situation, stopping the damage from furthering, putting out fans, pulling up carpet, tearing out wet drywall, etc. Their bid was another \$19,000 for the renovation portion, building it back as it was before the water damage. The Insurance Adjuster came to the building really quickly; it was within a day of Board Meeting. They met and Sarah explained that we wanted to get three bids for the renovation process. The Insurance Adjuster stated we don't need to do that. Sarah explained she knew we didn't need to but wanted to. The Insurance Adjuster told Sarah that it won't change anything. It is the Insurance Adjuster, using claim software, who decides how much a job should cost such as the cost for dry wall, labor, flooring, and depending on how big the area is. They pay what they are going to pay. She said it doesn't matter if we called Sierra Restoration or a Private Contractor. The job is going to cost what it's going to cost. Basically the insurance company decides what they will pay for a job and that is</p>		

what the company will be paid. They stated they would rather we did not get three bids because they have worked a lot with BluSky, as well as the other restoration companies, and they are reputable. The Insurance Company can ensure BluSky's costs will be fair and competitive. They advised to continue working with BluSky as they had already started working on the job and have looked into the damage. The Insurance Company is fine working with BluSky Restoration. Sarah told them she would need a letter for Board and Policy Council to explain why we didn't get three different bids. The Insurance Adjustor provided a letter. As Nick from BluSky started tearing into the walls over the water damage, he could see mold inside the walls up toward the roof. He asked what we wanted to do about it. We asked him to look into it and see where it was coming from. We had ice dams on the roof this winter. We put a metal roof on this building nine years ago along with new siding and new windows. We've put a lot of money into this building. As one-time funding is available and we receive that, we have been really careful to make updates, replace things and get ahead on the maintenance for this building. We don't have the money in the budget to buy a new building or to be able to pay the rent for a new portable. Any time we can write for one-time money, we do that to make improvements. Sarah listed all of the things we've done with one-time funding to make improvements to the Hyrum portable classroom in her Director's Report. We made improvements this year with a new sidewalk, stairs, fencing, etc. There were at last three ice dams that occurred and have been found. We have asked the roofer if there was a warranty. There is only one on fading which doesn't apply. To prevent ice dams in future, our maintenance staff will put heat tape on the roof of the Hyrum building as well as on any of the other centers we own that we can. We have also learned there is metal piping to connect the toilets to the plumbing which is stronger and will be a good preventative measure to make sure this doesn't happen again. As Sarah has been visiting almost daily with the insurance company, their concern is if we submit too many claims for one building, they will look into it and state it's not worth them continuing to insure that building, it's too big of a risk. The first claim for the burst pipe from the toilet, which will total roughly \$40,000-\$50,000 will run through the insurance company, however much it ends up being in the end. For the damage from the ice dams, we are not going to run that claim through the insurance company. If they drop coverage on this building, there is the chance that no one will want to pick it up because it's too high of a risk. The ice dam damage and renovation, that will probably cost \$30,000-\$40,000, will need to be paid out of facility money. Sarah spoke with Andy and they spent a lot of time looking at the budgets. This was also discussed during Budget Committee Meeting. We do have money for facility maintenance in our budget. We can use that to pay for the damage and renovation from the ice dams and should be fine to use the funding for this purpose. Although we have the money, we do not want to keep addressing issues like this every year so we're making changes to our procedures and protocols with our facilities and maintenance staff. Just yesterday, the insurance company was trying to say they would not pay to take care of the mold from the broken pipe that happened over Memorial Day. Sarah had to have another call with the insurance adjuster and BluSky. She argued the case of why the insurance company should pay for that and they will. The mold started to grow after the initial damage that occurred from the broken pipe. It seems like everyday something changes. Sarah will keep Policy Council aware as we continue forward. Policy Council was asked if they had any questions. No questions were asked.

We were told that we needed an \$8,000 transmission on a Ford Transit Van that we have in Tremonton. Sarah asked the staff to bring the van to Logan for a second opinion. They weren't sure if the van was safe to drive. Sarah asked them to tow it to Logan and had Wilson Motors take a look at it, which is not where we purchased it, but Sarah trusts the staff over the service department and has known them for a lot of years. It wasn't a transmission issue, only an abs sensor detector which will be about \$300. The van only has 22,000 miles on it.

We had four Board Members that were all from community agencies that Kristie Curtis, our Family Services Coordinator, and other management staff work with frequently, including going

to the same interagency meetings. We realized there was the potential for a conflict of interest with these people also serving on our Board. Our staff are working with them on day-to-day situations and it made them uncomfortable because normally our management staff do not work directly with Board Members or have conversations about program goings on outside of Board Meetings. Nothing wrong had been done; it was just making a strange situation for them. A couple staff members asked if this was okay. Sarah followed up with our legal counsel, Gary Anderson. He agreed that it is a potential conflict of interest. These community representatives should not serve on our Board but can be on Policy Council because the roles and responsibilities are different. At the last Board Meeting, they all resigned from the Board. They may or may not apply to be Policy Council Community Representatives. That would have been a better fit for them to serve from the beginning. We have learned from this. We didn't realize this kind of situation would occur from having current Community Partners serve on the Board. We have worked through it and will continue forward. We really appreciate our Board and Policy Council Members. You guys are awesome!

21. Board Report – Cindi Hill

Most of the items discussed during Board were also discussed during Policy Council as the meetings are very similar. Board approved the Policy Council Bylaws. Just like the items approved tonight, the policies discussed need to be reviewed each year and many had no changes. Board approved their meeting minutes. The P-Card Procedure was written and got approved. The Random Timesheet Audit Procedure was approved. Andy gave his Fiscal Report. He said they are preparing for the Audit and closing out the last fiscal year. Sarah discussed the flooding concern and the situation with the four Community Partner Board Members. The Policy Council Report was given by Josie and the Budget Committee Report was given.

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

No concerns or questions were brought up for discussion.

23. Community Report – Policy Council Representatives

Policy Council was asked if they had any activities or things to report going on in the community. No items were shared.

24. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if they had comments about this agenda item. Parent Committee Meetings are not being held in the summer but will start up again in the fall as we get ready for the next service year.

25. Calendar Review – Terrah Smith

- Thursday, July 3-Friday, July 4: All staff off for Independence Day
- Thursday, July 10-Friday, July 11: Early Head Start Centers closed for training
- Tuesday, July 15: Budget Committee Meeting at 10:00am (Cassidy will attend)
- Thursday, July 17: Policy Council at 7:00pm
- Monday, July 21: Preschool Head Start Extended-Day Registration
- Thursday, July 24-Friday, July 25: All staff off for Pioneer Day

26. Vote to adjourn the June 19, 2025 Policy Council Meeting – Josie Smith

With no other business to conduct, the June 19, 2025 Policy Council Meeting was adjourned at 8:15pm.

Motion to adjourn the June 19, 2025 Policy Council Meeting

Motion: Karli Leonardi	Seconded: Kristin Fellows	Approved: Yes
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