

Policy Council Approval
Officer Signature <u>Cassidy Macoubrie</u>
Date <u>08-21-2025</u>

BEAR RIVER HEAD START POLICY COUNCIL

2024-2025 Meeting Minutes

Date: Thursday, July 17, 2025	Start Time: 7:00PM End Time: 7:48PM	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* (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 & ID HSAC)	Malad Representative		E
	Paris Representative		
Kristin Fellows*	Preston Representative	X	
Festus Odunuga*	Nest/Koop Representative	X	
	Fishpond Representative		
Brooks Bodily	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: 6	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: Debbie Zilles (Fiscal Office Manager) Additional Staff in Attendance: Sarah Thurgood (Executive Director), Kristie Curtis (Family Services Coordinator), Steph Wood (Centerbased Coordinator)	

1. Vote to approve the hire request of Kimberly Beckstead as the PHS Malad Classroom Assistant – Steph Wood		
Kimberly ran a childcare in Brigham City for 20 years, which was the best experience. Bear River Head Start would come into the home weekly to work and play with the kids. She has always watched children learn and grow and is happy for this experience.		
Motion to approve the hire request of Kimberly Beckstead as the PHS Malad Classroom Assistant		
Motion: Cassidy Macoubrie	Seconded: Festus Odunuga	Approved: Yes

2. Vote to approve the hire request of Belle Delaney as a PHS Logan Teacher Assistant – Steph Wood
Belle is excited to be given this opportunity, she loves kids. Her first job was working as a Youth Sports Coach. She was a nanny through college. She has graduated and decided her dream job is to work with kids. Cassidy asked Belle what the strongest quality she is bringing. Belle said she is energetic and loves playing with children. She also very genuine, she has never had

an experience with a child where she has not absolutely adored the interaction. Children are such a blessing and she is excited to give them the time and energy they deserve. Cassidy asked Belle what the strongest quality she is bringing. Belle said she is energetic and loves playing with children. She also very genuine, she has never had an experience with a child where she has not absolutely adored the interaction. Children are such a blessing and she is excited to give them the time and energy they deserve.

Motion to approve the hire request of Belle Delaney as a PHS Logan Teacher Assistant

Motion: Cassidy Macoubrie	Seconded: Festus Odunuga	Approved: Yes
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3. Vote to approve the hire request of Jana Davis as a Malad Teacher Assistant – Steph Wood

Steph Wood introduced Jana who is on a camping trip with her family. Jana is currently working as an aide in the Speech Department for Malad Elementary. She walks the kids over to the Bear River Head Start classroom and interacts with the Bear River Head Start staff. She's loved the experience so much, she wants to work for Bear River Head Start. She is excited for the opportunity to join the Head Start team.

Motion to approve the hire request of Jana Davis as a Malad Teacher Assistant

Motion: Haylee Fellows	Seconded: Cassidy Macoubrie	Approved: Yes
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4. Vote to approve the hire request of Emmi Morgan as an EHS Infant Toddler Teacher at the Pond – Steph Wood

Emmi loves working with kids, has a lot of experience with children in many forms. She has worked with children in this age group for three years as a Camp Counselor and a Teacher in other forms. She has worked in resource classrooms as well as older kids.

Motion to approve the hire request of Emmi Morgan as an EHS Infant Toddler Teacher at the Pond

Motion: Cassidy Macoubrie	Seconded: Haylee Fellows	Approved: Yes
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5. Vote to approve the hire request of Karaia Daly as an Extended Day Aide in Hyde Park – Steph Wood

Karaia has worked with children for many years. She graduated high school with a certificate in pre-school education. She is currently working at the Boys & Girls Club (birth to 5 class) and has been working at ASERT, a preschool on the USU Campus for children diagnosed with Autism – which has been her favorite job. She loves children.

Motion to approve the hire request of Karaia Daly as an Extended Day Aid in Hyde Park

Motion: Haylee Fellows	Seconded: Cassidy Macoubrie	Approved: Yes
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6. Vote to approve the hire request of Alyson Tilby as a PHS Teacher at Hyde Park– Steph Wood

Steph Wood introduced Alyson, who is attending her wedding dinner. She is getting married and moving to Logan. Alyson has experience working with Head Start, she graduated with a Family Life & Human Development Degree with Early Childhood Education Emphasis. She has worked as a lead teacher at Ogden-Weber Community Action Partnership, with its Head Start program and also worked as lead teacher family advocate at Utah Community Action and a pre-school teacher at Kids First Daycare.

Motion to approve the hire request of Alyson Tilby as a PHS Teacher at Hyde Park

Motion: Cassidy Macoubrie	Seconded: Festus Odunuga	Approved: Yes
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7. Vote to approve the hire request of Melinda Arnell as a PHS Teacher at the Pond – Steph Wood

Steph advised this hire request would be addressed at the next meeting.

8. Vote to approve the July 2025 Lateral Staff Transfer Requests – Steph Wood & Kristie Curtis

Policy Council was asked if they had any questions or discussion about these transfers. No questions were asked or discussion held.

Motion to approve the July 2025 Lateral Staff Transfer Requests

Motion: Chad Alvey	Seconded: Cassidy Macoubrie	Approved: Yes
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9. Vote to approve the June 19, 2025 Policy Council Meeting Minutes – Josie Smith

Policy Council was asked if they had any questions or discussion. No questions were asked or changes made to the June 19, 2025 Policy Council Meeting Minutes.

Motion to approve the June 19, 2025 Policy Council Meeting Minutes

Motion: Festus Odunuga	Seconded: Haylee Fellows	Approved: Yes
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10. 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 or discussion. No questions were asked or discussion held.

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

Motion: Cassidy Macoubrie	Seconded: Festus Odunuga	Approved: Yes
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11. The Bear River Head Start Emergency Plan, with updated addresses for shelter locations for the Smithfield and Paris Preschool Head Start Classrooms, is being brought to Policy Council as information only. The Emergency Plan was approved by Policy Council & Board during their June 2025 meetings with the knowledge that two shelter locations had yet to be updated – Sarah Thurgood

Sarah Thurgood the addresses where children were going to be located if there was an emergency was discussed and approved. There were two sites that did not have that information because both classrooms were inside schools (which had not contact during the summer). These locations have been determined and were provided in your packet. Summit Elementary (in Smithfield) will be moved by busses to the Hyde Park Center until parents are notified. All parents will be provided the emergency plans before school begins.

12. Budget Committee & Fiscal Reports – Sarah Thurgood

Cassidy was unable to attend, however Budget Committee Meeting was not held on Tuesday. Sarah covered additional fiscal items during her Director's Report.

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

Sarah said Bear River Head Start is in the middle of recruitment and enrollment. It is going well, but parents' help is always beneficial to find potential applications. Send interested individuals our way and we can help them see if they are eligible for enrollment.

Good news related to the Hyrum classroom water damage. The two ice dams that she has been

reporting on ended up not being as much to fix them as originally thought. Fixing them will be about \$9,000-\$10,000. This part has to be paid out of program funds. She is very grateful to Nick, from Blue Sky, who was willing to work with us. The insurance portion ended up being quite expensive, almost \$40,000 – our deductible was \$1,000. Our insurance rates might increase but we will not be dropped from the plan, which is good.

Policy Council was asked if they had any questions about anything included in the Director's Report. No questions were asked.

14. Board Report – Brooks Bodily

Brooks Bodily reported that most of the items discussed during Board Meeting last month were also discussed during Policy Council. They also had their regular monthly reports.

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

No concerns or questions were brought up for discussion.

16. 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.

17. 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.

18. Calendar Review – Kristie Curtis

Aug 4 – Open House for PHS Extended-Day Classes

Aug 5 – First day of PHS Extended-Day Classes

Aug 15 – Screenings for PHS Extended-Day Classes

Aug 18 – Registration for PHS Part-Day Classes

Aug 19 – Budget Committee Meeting @ 10:00 a.m. (PC Treasurer attends)

Aug 21 – Policy Council @ 7:00 p.m.

Aug 26 – Board Meeting @ 5:00 p.m. (PC Chair attends)

Sep 1 – Holiday – All staff off

Sep 2 - First day of EHS Services for 2025-2026 School Year & Open House for PHS Part-Day

Sep 3 – First day of PHS Part-Day Classes

14. Vote to adjourn the July 17, 2025 Policy Council Meeting – Josie Smith

With no other business to conduct, the July 17, 2025 Policy Council Meeting was adjourned at 7:48 p.m.

Motion to adjourn the July 17, 2025 Policy Council Meeting

Motion: Cassidy Macoubrie

Seconded: Festus Odunuga

Approved: Yes