

Officer Signature Cassidy MacoubrieDate 08-21-2025

## BEAR RIVER HEAD START POLICY COUNCIL 2024-2025 Interim Meeting Minutes

<b>Date:</b> Wednesday, August 6, 2025	<b>Start Time:</b> 8:00PM <b>End Time:</b> 8:13PM	<b>Location:</b> Dialpad Meetings: 1-888-602-7505	
<b>2024-2025 Policy Council Members' Attendance</b>		<b>YES</b>	<b>NO</b>
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		E
	Hyrum Representative		
Haylee Fellows*	Smithfield Representative	X	
	Richmond Representative		
Karli Leonardi* (Secretary & ID HSAC)	Malad Representative	X	
	Paris Representative		
Kristin Fellows*	Preston Representative		E
Festus Odunuga*	Nest/Koop Representative	X	
	Fishpond Representative		
	Board Representative		
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: Steph Wood (Centerbased Coordinator), Cassie Petersen (Child Development Manager & Facilities Coordinator)	

### 1. Vote to approve the hire request of Melinda Arnell as an EHS On-Call Infant/Toddler Teacher for both EHS Centers – Steph Wood

Melinda lives in River Heights in Cache Valley. She has lived here since 2006 and doesn't plan on moving; she loves the weather. Melinda has five kids. Her oldest is in High School and her youngest will start kindergarten full-time this year; she's got ages 15 down to 5. Melinda's degree is in Secondary Education. She graduated from Utah State in 2008. Since then she's raised her kids and went back and got a Master's Degree in Health and Human Movement because she loves school. Melinda is a busy mom and loves being with her kids. Her experience with young children includes her experience with her own children and participating in a Joy School in-home preschool as a co-op with other parents. They rotated between homes and developed their own curriculum that was play based. It was a lot of fun. Melinda feels this job will be a continuation of that with a little bit younger kids; it will be fun. She is excited for the opportunity.

<b>Motion to approve the hire request of Melinda Arnell as an EHS On-Call Infant/Toddler Teacher for both EHS Centers</b>		
<b>Motion: Festus Odunuga</b>	<b>Seconded: Gilbert Sanchez</b>	<b>Approved: YES</b>

<b>2. Vote to approve the hire request of Grisel Antonio as an EHS Pond Infant/Toddler Teacher Assistant – Steph Wood</b>		
<p>Grisel has 5-6 years of experience working with children ages 0-3 and their families. She worked at Head Start from 2018-2022 as a Teacher at the Pond. She left her position to focus on personal and family business due to having a stroke. Grisel had physically challenged herself so she decided quit for the time being to focus on getting better. Grisel was responsible for developing individualized lesson plans, daily documentation and tracking each child's development and communication concerns. She conducted parent teacher conferences and home visits working with the families to set goals, answer questions and provide child development resources. Grisel is excited to return to Head Start and serve the children and families.</p>		
<b>Motion to approve the hire request of Grisel Antonio as an EHS Pond Infant/Toddler Teacher Assistant</b>		
<b>Motion: Chad Alvey</b>	<b>Seconded: Karli Leonardi</b>	<b>Approved: YES</b>

<b>3. Vote to approve the hire request of Michelle Nava as an EHS Pond Infant/Toddler Teacher Assistant – Steph Wood</b>		
<p>Michelle has experience working with children in a variety of settings including in-home and center-based environments. She recently graduated from high school where she completed several child development courses as part of her studies. This included participating in early childhood education working with children ages 2-5 years old. Michelle was able to apply and expand her child development knowledge through hands-on experiences. She's excited to continue to learn and support children and families.</p>		
<b>Motion to approve the hire request of Michelle Nava as an EHS Pond Infant/Toddler Teacher Assistant</b>		
<b>Motion: Haylee Fellows</b>	<b>Seconded: Gilbert Sanchez</b>	<b>Approved: YES</b>

<b>4. Vote to approve the hire request of Jakeline Huess as an EHS Pond Infant/Toddler Teacher Assistant – Step Wood</b>		
<p>Jakeline is excited for this position. Over the past year and a half she has worked with children and adults with special needs. She worked more with children between 8 months to 5 years old. Jakeline was responsible for providing personal care, self-help assistance, following behavioral management plans, assisting with infant stimulation and supervising activities. Her experience, patience and understanding of different developmental needs makes her a positive fit for this position. Jakeline just moved from California and is going to university here as well. She's really happy for this opportunity and chance.</p>		
<b>Motion to approve the hire request of Jakeline Huess as an EHS Pond Infant/Toddler Teacher Assistant</b>		
<b>Motion: Chad Alvey</b>	<b>Seconded: Karli Leonardi</b>	<b>Approved: YES</b>

<b>5. Vote to adjourn the August 6, 2025 Interim Policy Council Meeting – Josie Smith</b>		
<p>With no other business to conduct, the August 6, 2025 Interim Policy Council Meeting was adjourned at 8:13pm.</p>		
<b>Motion to adjourn the August 6, 2025 Interim Policy Council Meeting</b>		
<b>Motion: Chad Alvey</b>	<b>Seconded: Festus Odunuga</b>	<b>Approved: YES</b>