

Officer Signature _____

Date 09-19-2025

BEAR RIVER HEAD START POLICY COUNCIL 2024-2025 Meeting Minutes

Date: Thursday, August 21, 2025	Start Time: 7:00PM End Time: 7:37PM	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	X		
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			
	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: 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: Cassidy Macoubrie (Policy Council Vice 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)	

1. Vote to approve the August 2025 Lateral Staff Transfer Requests – Steph Wood

Lateral transfers occur when staff move from one position to another similar position in the program and their job descriptions do not change or are very similar to their past position. These transfers also occur when staff only move locations but remain in the same position (ex. a Teacher Assistant in one classroom to a Teacher Assistant in another classroom). Another example of a lateral staff transfer would be someone moving from a Teacher Assistant to a Classroom Assistant. If someone were to go from a Teacher Assistant to a Teacher, we would have them attend Policy Council and be voted on separately for their promotional transfer.

Motion to approve the August 2025 Lateral Staff Transfer Requests

Motion: Haylee Fellows	Seconded: Gilbert Sanchez	Approved: Yes
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2. Vote to approve the Bear River Head Start Job Descriptions – Sarah Thurgood

Every year we are required by Performance Standards to let Policy Council and Board review all of our job descriptions so they are aware of what duties and responsibilities each job entails. The Coordinators review the job descriptions for their pieces of the program. Being aware of the positions is helpful for Policy Council when approving hire and transfer requests. Policy Council was asked if they had any questions about the job descriptions. No questions were asked.

Motion to approve the Bear River Head Start Job Descriptions

Motion: Festus Odunuga	Seconded: Gilbert Sanchez	Approved: Yes
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3. Vote to approve the Bear River Head Start Community Assessment – Sarah Thurgood

Every year we are required to update our Community Assessment. We are on a five-year funding cycle and have to do a brand new Community Assessment every five years for the baseline grant. We are currently on year three of five so we are only required to make updates to our Community Assessment this year. The updating process allows us to see any new trends and things that are changing in our service area. It is common that every three to five years things will shift in our communities. It used to be that we struggled to enroll enough kids in Paris, Idaho and now we have a lot of children on our waitlist there. Things change which is why we do our Community Assessment, so we are aware of the changes in trends, incomes, where the children who need services are and the struggles people are encountering. As you are aware, housing is such a concern in our service area. Housing is so expensive which is why the Office of Head Start has allowed us to take into account housing costs when determining eligibility for the program for families. Policy Council was asked if they had any question about the Community Assessment. No questions were asked.

Motion to approve the Bear River Head Start Community Assessment

Motion: Gilbert Sanchez	Seconded: Chad Alvey	Approved: Yes
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4. Vote to approve the Bear River Head Start Grantee Strategic Plan & Short-Term Goals – Sarah Thurgood

Part of our planning process for each year is every program option completes their own program self-assessment. They get feedback from parents, community members and staff. Everyone gives input for what they would like to see done differently and what our strengths are so we can build upon them. Each program piece will compile their own short-term goals and program improvement plan. This information will be brought for review and approval next month as the Program Improvement Report and will be very specific for each program option within our grantee. Because Sarah has been working with the Coordinators on this process, the overarching goals for our program were easy to put together. These are the overarching things we need to plan for and work on. As Sarah and the Coordinators discuss, the items that need to be the goals for the entire grantee are very clear. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the Bear River Head Start Grantee Strategic Plan & Short-Term Goals

Motion: Gilbert Sanchez	Seconded: Festus Odunuga	Approved: Yes
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5. Vote to approve the July 17, 2025 Policy Council Meeting Minutes – Cassidy Macoubrie

Policy Council was asked if they had any questions about the Policy Council Minutes from July. No questions were asked or changes made to the July 17, 2025 Policy Council Meeting Minutes

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

Motion: Festus Odunuga	Seconded: Gilbert Sanchez	Approved: Yes
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6. Vote to approve the August 6, 2025 Interim Policy Council Meeting Minutes – Cassidy Macoubrie

Policy Council was asked if there were any questions or comments about the interim Policy Council Minutes from August. No questions were asked or changes made to the August 6, 2025 Interim Policy Council Meeting Minutes.

Motion to approve the August 6, 2025 Interim Policy Council Meeting Minutes

Motion: Gilbert Sanchez

Seconded: Kristin Fellows

Approved: Yes

7. 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 discussion held.

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

Motion: Gilbert Sanchez

Seconded: Festus Odunuga

Approved: Yes

8. Budget Committee & Fiscal Reports – Sarah Thurgood

Budget Committee discussed a lot of things that have been going on. We talked about figuring out how we can structure our pay scale to pay Teaching staff certain amounts based on their education level. Those with Associate's degrees will be paid less than those with Bachelor's degrees. If we have people who apply for a job with a Master's degree, which is not very common but can happen (we have two staff with Master's degrees currently), we want to make sure we are paying them more to make it equal to their educational background. We will need to rebuild toward this as we do not have additional funding to make this happen. We are going to develop a pay ladder scale with the different salaries and will bring it to Board and Policy Council for review. The Office of Head Start wants to ensure our teaching and classroom staff are getting paid equal to their education levels. Moving forward you'll see us doing that. We aren't ready yet but talked about it. Budget Committee also discussed budgets. We have implemented our Purchase Cards and need the limit to be \$5,000 for each department per month: Homebased, Center based, Family, etc. The bank made a mistake and gave us a \$5,000 limit for the entire grantee which is not a big enough balance per month. We are working on updating this with the bank and it shouldn't be difficult to get taken care of.

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

All of our performance indicators are being hit. Extended-day Preschool Head Start classes have been in service for a couple of weeks. Part-day Preschool Head Start will start after Labor Day. Our numbers look a bit off because not all of our children are not in session yet but things are going well and looking good.

Last month we got a notice from the Office of Head Start where they requested all of our pay roll records from 2019-2022. During that time frame, we had a management staff member tell the maintenance and facility staff whom she supervised and were hourly employees, to put the full 40 hours on their time cards each week even if they didn't work the full hours. Staff cannot do that if they are not salary employees. For staff that are salaried, they are paid to do the job and as long as it gets done, whether it takes longer or shorter to do it, they get paid to do the job. That is not the case for hourly employees. They were supposed to be paid for the exact hours they worked. In 2022, we caught that this was happening and reported it. We were put on a Corrective Action Plan with our Regional Office and put policies and procedures in place to make sure this never happens again. We thought this was taken care of. We got off of our Corrective Action Plan and received notification that we had fulfilled all of the requirements and that there wouldn't be any further action needed. We got the notice last month that they wanted to investigate the situation further. The Fiscal Staff scanned all of the payroll documentation and Terrah organized and submitted the documentation. Also included was all of the documentation

Sarah had regarding the situation which included correspondence with Board and Policy Council, the Office of Head Start, the Regional Office, updates, etc. Multiple messages with large amounts of attachments were sent in. It was a massive task that took a lot of time for our Fiscal workforce. Sarah spoke with our Regional Office and now that the duties of the Regional Offices have changed, they couldn't help us with the request. At the time the concern happened, we did an internal investigation and are confident this was an isolated incident with this particular staff member and her three or four facility staff. Other Coordinators and other staff were not doing anything like that with their time cards. That is not how we operate. We haven't heard anything back after submitting all of the documentation; it will probably take them some time to go through all of the documents. We have put policies and procedures in place to make sure this does not happen again and that we are monitoring and checking. We have payroll twice a month. Sydnee, a Bookkeeper who works for our Fiscal Officer, performs random time card checks each payroll to make sure staff are putting the correct hours they are working, their supervisor has signed off on their time, we have a way to monitor and provide oversight to see what staff are doing with their time, and there is proper documentation. The Random Timesheet Audit Procedure was reviewed and approved recently by Policy Council and Board. We have also tightened up staff training. We feel secure that this is not an ongoing issue. Policy Council was asked if they had any questions about this circumstance or other items included in the Director's Report, etc. No questions were asked.

10. Board Report – Terrah Smith

There is not much to report as Board does not meet in July. We have a Board Member scheduled to attend Policy Council in September and will share what is discussed next week at their August meeting.

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

A Policy Council Member asked if the regular meetings could be scheduled for 8:00pm; 7:00 is right in the middle of bed time for some families and with school starting back up, meeting at 7:00 is more difficult. Policy Council can discuss and if they would like to change the meeting time, they can vote on it. The meeting time was voted on at the beginning of the Policy Council year and can be adjusted as needed to meet the members' needs. Other members have their kids go to bed at 8:00 so changing the time would be difficult for them. Terrah will send out an email with a questionnaire to get responses from all Policy Council Members to see if 7 or 8 is a better time for the regularly scheduled Policy Council Meetings and then let all Policy Council Members know. We will know before the September Meeting.

12. Community Report – Policy Council Representatives

Policy Council was asked if anyone had events or things they'd like to talk about. No events were shared or items were brought up for discussion.

13. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if anyone was able to attend a recent Parent Committee Meeting. What is the schedule for Parent Committee Meetings moving forward now that we are starting up the school year? The advocates will get a schedule to parents and it will be similar to last year. Parent Committee Meetings will be held monthly. Everyone should be getting an invite for the September Meetings where they will discuss Policy Council and how to be elected for leadership positions. For any current Policy Council Members whose children will be enrolled in the program for the 2025-26 school year and would like to serve on Policy Council again, you will need to be elected again by the parents in your Parent Committee. Be sure to be in attendance at those meetings coming up because elections will be held for this upcoming

service year. For all current Policy Council Members, please continue to attend both the September and October Policy Council Meetings to finish up this service year. The new Policy Council Members will attend the October Meeting to observe as the current council runs a meeting so they can see how it works. The new Policy Council group will take over meetings in November.

14. Calendar Review – Terrah Smith

- Monday, September 1: Labor Day; All Staff Off & All Centers Closed
- Tuesday, September 2: First Day of EHS Services for the 2025-26 School Year
- Tuesday, September 2: Open House Day for PHS Part-Day Classes
- Wednesday, September 3: First Day of PHS Part-Day Classes
- Friday, September 5: All EHS Centers Closed for Training
- Friday, September 12: Screenings for PHS Part-Day Classes
- Tuesday, September 16: Budget Committee Meeting at 10:00am (Cassidy, as the Policy Council Vice Chair, to attend to represent Policy Council)
- Thursday, September 18: Policy Council at 7:00pm, unless the votes for meeting time show otherwise; Terrah will let the Policy Council Members know
- Friday, September 19: All EHS Centers Closed for Training
- Tuesday, September 23: Board Meeting at 5:00pm (Policy Council Chairperson to attend)
- Thursday, October 2 & Friday, October 3: Preston & Paris Fall Break
- Friday, October 3: EHS Centers Closed for Training

15. Vote to adjourn the August 21, 2025 Policy Council Meeting – Cassidy Macoubrie

With no other business to conduct, the August 21, 2025 Policy Council Meeting was adjourned at 7:37pm.

Motion to adjourn the August 21, 2025 Policy Council Meeting

Motion: Festus Odunuga

Seconded: Haylee Fellows

Approved: Yes