

Officer Signature

Aurora King

Date 10-17-2025

BEAR RIVER HEAD START POLICY COUNCIL 2025-2026 Meeting Minutes

Date: Thursday, September 18, 2025	Start Time: 7:00PM End Time: 8:23PM	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		E
Cassidy Macoubrie* (Vice Chairperson)	Logan Representative	X	
	Hyrum Representative		
Haylee Fellows*	Smithfield Representative	X	
	Richmond Representative		
Karli Leonardi* (Secretary & ID HSAC)	Malad Representative		Marked below
	Paris Representative		
Kristin Fellows*	Preston Representative	Marked below	
Festus Odunuga*	Nest/Koop Representative	X	
	Fishpond Representative		
Justin Nuñez*	Community Representative		X
2025-2026 Policy Council Members' Attendance		YES	NO
Destiny Clifford*	Brigham Representative	X	
David Lengenfelder*	Tremonton Representative	X	
Danielle Phoeut	Hyde Park Representative		X
Kalista Leishman*	Logan Representative	X	
Jessica Crook*	Hyrum Representative	X	
Aurora Rosas*	Smithfield Representative	X	
Karli Leonardi	Malad Representative		E
Annika Knorr*	Paris Representative	X	
Kristin Fellows*	Preston Representative	X	
Yasmeen Ayala	Nest/Koop Representative	X	
Sharandy Appiah*	Fishpond Representative	X	
Seth Tait	Board Representative	X	

*Trained & Seated Policy Council Members

Members needed for a Quorum: 5	
Number of Voting Members who attended the meeting: 10	Number of Non-Voting Members who attended the meeting (including the Policy Council Officer conducting the meeting): 5 (The '24-25 PC Members, aside from Josie Smith, only stayed for the first agenda item of the meeting & were then invited to leave the call.)
Do we have a Quorum? YES	
Meeting Called to Order By: Josie Smith (2024-25 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)	

1. Welcome the 2025-2026 Policy Council Members & thank the 2024-2025 Policy Council Members for their service to Bear River Head Start – Terrah Smith

Welcome new Policy Council Members! Thank you for volunteering to serve Bear River Head Start by being on our Policy Council and joining the meeting tonight. Terrah Smith is the Administrative Assistant for Bear River Head Start and makes sure Policy Council Meetings run smoothly. She will get Policy Council Members the packets of information to review before the meetings, send out reminders, set up the meetings, etc. Terrah has already been in contact with the new members to get them ready for tonight's meeting. She is your main contact for everything with Policy Council. If any members who have not finished the training need help, reach out and Terrah will do what she can to help.

To the 2024-2025 Policy Council Members, from everyone at Bear River Head Start, we'd like to take a minute to tell you thank you for serving this last year on Policy Council and for everything you've done. Thanks for joining the meeting calls, especially all of the extra interim meetings. We really appreciate you!

Sarah thanked last year's members. It has been so much fun being on these calls with you. We've loved your children. Thank you for sharing their time and yours with us. We know how busy your lives are. We know you will all go out into the world and do great and important things because you're awesome. Thank you so much! Last year's Policy Council Members who were not re-elected to serve this year were told they could leave the call at this point. Past Policy Council Members thanked Bear River Head Start for this opportunity.

Terrah will be jumping in throughout the meeting tonight to provide training regarding how Policy Council Meetings run for the new Policy Council Members. This will be familiar to those who have served in the past.

We must have a quorum present at each Policy Council Meeting to be able to vote on items that need approval. To have a quorum we need at least 51% of our elected voting members present. We will not start a meeting until we have a quorum so it is important for everyone to join as soon as possible and stay for the entire meeting to ensure we can vote on the items necessary.

We encourage all Policy Council Members to attend every meeting, ask questions, make comments and participate. Participation helps everyone fully understand the items being voted on for approval and what is going on in the program.

Each area of the program has one Policy Council Representative elected to represent the parents from that Parent Committee. Each member of Policy Council gets one vote for each item. I will explain the voting process when we get to that part of the meeting.

Josie, as our 2024-2025 Policy Council Chairperson, will conduct the meeting tonight which means she will announce each item on the agenda and turn it over to the person that needs to share information on it. After discussion occurs, she will conduct the vote for items that need to be voted on.

2. Vote to approve the hire request of Madeline McNiven as a PHS Hyde Park Extended-Day Aide – Steph Wood

Madeline will be working in the classroom with the three-year-olds. She is a student at Utah State University studying Psychology and Disability Studies. Madeline loves kids.

Policy Council Members were told they could ask Madeline questions. No questions were asked.

Before a vote can occur to approve a hire, transfer or elections, which will be done tonight as well, that person must leave the call. The names listed next to the agenda items for hires or transfers are the Coordinator, or upper management staff, over that position. Steph Wood is over the positions for the two hire requests tonight. She is also available on the call to answer any questions. During the voting process, Josie will bring each item up and if you have any

questions about the position or the person, you can also ask during that time. We follow Robert's Rules of Order for our voting process. Josie will put forth a motion to approve items that need to be voted on and she will ask for someone to first that motion. At that time, any of the Policy Council Members announced as voters can put forth their name to first the motion. She will then ask for a second motion and another member can put forth their name if they are in favor of approving the item. She will then state, "All in favor, say 'aye'." Policy Council Members will respond, "aye" if they are in favor of approving the item. She will ask if any are opposed. If there are any Policy Council Members who are opposed to approving the item, they can say "aye" at that time. This is the voting process we follow. We'll work through it as we go through the meeting tonight.

Motion to approve the hire request of Madeline McNiven as a PHS Hyde Park Extended-Day Aide

Motion: Kalista Leishman

Seconded: Destiny Clifford

Approved: Yes

3. Vote to approve the hire request of Shelsey Olsen as the PHS Brigham City Classroom Assistant – Steph Wood

Shelsey is 30 years old and is super excited to have the opportunity to join this team. She worked at the IRS for five years. After having her daughter in day-care for several years, she realized how much she loved, and would love, being a part of early childhood care. She also worked at Waterfall Canyon with youth who faced challenges which taught her patience, empathy and the importance of guidance at a young age. As a single mom of a seven-year-old daughter, she knows how important it is to have a safe and supportive environment for all kids. She's really looking forward to providing that and having a chance to be a part of this team. Policy Council was asked if they had any questions or discussion. No questions were asked or discussion held.

Motion to approve the hire request of Shelsey Olsen as the PHS Brigham City Classroom Assistant

Motion: Annika Knorr

Seconded: Jessica Crook

Approved: Yes

4. Vote to approve the September 2025 Lateral Staff Transfer Requests – Steph Wood

Steph Wood, the Early Head Start and Preschool Head Start Centerbased Coordinator, explained that lateral staff transfers are for staff who are transferring to positions that are similar, or the same, as their current position but in a different capacity. Tonight we have a staff member who is transferring from a Centerbased Manager to an On-call Teacher. There were some that were On-call Teacher Assistants and transferred to a Teacher Assistant Internship position. The duties in their new positions are similar. This is only a lateral change. They are not moving to higher positions and their pay does not change. The list of lateral staff transfers are sent to Policy Council to review. We do not have these staff join the call but have them approved as the lateral staff transfers for the month. This report is typically sent out the day before, or the day of, Policy Council so we can make sure all staff that have made this kind of transfer over the last month are on the report. This month's report was sent out this afternoon and included four staff being transferred to lateral positions. Policy Council was asked if they had any questions or discussion about the transfer requests. No questions were asked or discussion held.

Motion to approve the September 2025 Lateral Staff Transfer Requests

Motion: Destiny Clifford

Seconded: Kalista Leishman

Approved: Yes

5. Elect the 2025-2026 Policy Council Chairperson – Terrah Smith

We are only going to elect the Policy Council Chairperson and Vice Chairperson tonight to get these officers started in their positions. We will hold the rest of the elections in October. All officers will remain seated in their positions from now until next September when the new Policy

Council elects their officers for the new year. The officers elected for this year may attend that September meeting to help train the incoming officers, just as Josie is doing tonight. All Policy Council officers are expected to follow the Code of Conduct, which means being professional and working together toward problem-solving during meetings.

The Chairperson's duties include:

- Reviewing and approving the agenda each month. The Administrative Assistant puts the agenda together and emails it to the Chair.
- Conducting each Policy Council Meeting.
- Not voting at Policy Council Meetings unless to break a tie.
- Signing any policies or items that get approved by Policy Council to record Policy Council approval after meetings and
- Holding a seat on the Board as a voting member. Our Board of Trustees meet on the fourth Tuesday of each month at 5:00pm in-person at our Administrative Offices in Logan. The option to join the Board Meetings by calling in is available. The Administrative Assistant will work with the elected Policy Council Chair to get them ready to attend Board Meetings. The Chair will share a short report at Board Meetings about what happened at Policy Council so the Board is aware of what goes on at these meetings.
- If we need to schedule any extra meetings to approve hires or transfers, the Administrative Assistant will work with the Policy Council Chair to get those scheduled.

Josie was asked to share her thoughts about being the Policy Council Chair this last year. This is a good opportunity for leadership and to put on a resume or CV. She has enjoyed doing it and has learned a lot about conducting meetings. Josie advised checking emails or texts often so things can keep moving forward. The Board Meetings are not a lot of extra commitment. Josie lives outside of Logan and doesn't always attend the meetings in-person because it is hard for her schedule. She will call in which has been super easy. Usually the report you give at the Board Meetings is going over the Policy Council agenda for the last month and what was talked about. This also doesn't add a significant amount of effort.

Policy Council was asked if they had any questions for Josie or about the Chairperson position. No questions were asked. Policy Council was asked for volunteers to put forth their names to be the Chairperson for this next year. Destiny Clifford put forth her name. Further nominations were asked for. No other nominations were made. Destiny was asked to leave the call during the voting process.

Destiny rejoined the meeting after the voting was completed. Congratulations Destiny! You were voted in as the Chairperson. Terrah will work with you to get you all set up and trained for the next Board Meeting which is scheduled for next Tuesday at 5:00pm.

Motion to approve Destiny Clifford as the 2025-2026 Policy Council Chairperson

Motion: Kalista Leishman

Seconded: David Lengenfelder

Approved: Yes

6. Elect the 2025-2026 Policy Council Vice Chairperson – Terrah Smith

The main duty of the Vice Chairperson is filling in for the Policy Council Chairperson by conducting if they cannot attend a Policy Council Meeting. That has happened a few times this last year but not often. If that happens, Terrah will work with the Vice Chair to make sure they are comfortable conducting the meetings. We do not ask the Vice Chair to attend Board Meetings in place of the Chairperson. Policy Council was asked for volunteers to put forth their names to be the Vice Chairperson for this next year. Aurora Rosas put forth her name. Further nominations were asked for. No other nominations were made. Aurora was asked to leave the call during the voting process.

Aurora rejoined the meeting after the voting was completed. Congratulations, you were voted in as the Vice Chair! Terrah will reach out to both Destiny and Aurora to schedule Policy Council Officer training.

Motion to approve Aurora Rosas as the 2025-2026 Policy Council Vice Chairperson		
Motion: Destiny Clifford	Seconded: Jessica Crook	Approved: Yes

7. Vote to approve the 2025-2026 Policy Council Meeting Time – Terrah Smith		
Policy Council needs to pick a time they would like to meet for the regularly scheduled meetings held on the third Thursday of each month. This past year they met at 7:00pm. We can meet earlier or later than that. Typically these meetings last about an hour. Policy Council Members were asked to throw out times they'd like to meet and, after discussion, a vote would be held. Policy Council asked if the meetings need to be held on Thursdays. It is stated in the Policy Council Bylaws that they will meet on the third Thursday of each month. Policy Council must also meet prior to Board Meetings because most of the items, as outlined in Performance Standards, require Policy Council vote first and then Board vote. The only exception to this is the Policy Council Composition which Board must approve first and then it is approved by Policy Council. Policy Council Members suggested 5:00pm, 6:00pm and 7:00pm for meeting times. A vote was taken from each Policy Council Member for which time they would prefer to meet. The majority of Policy Council Members stated they would prefer to meet at 6:00pm.		
Motion to approve 6:00pm as the 2025-2026 Policy Council Meeting Time		
Motion: Destiny Clifford	Seconded: Kalista Leishman	Approved: Yes

8. Vote to approve the 2025-2026 Policy Council Meeting Location: in-person, virtual, or a combination of both – Terrah Smith		
Policy Council needs to choose a meeting location for their regular meetings held each month. Tonight we are meeting by calling in through Dialpad Meetings. We can continue to call in if Policy council would like. Another option is to meet in-person. We have a center in Logan, our Administrative Offices in Logan or a center in Hyde Park that would be big enough to accommodate everyone. We can also do a combination where those who live closer can meet in-person and those who cannot meet in-person could call in. Policy Council Members stated having a combination would be helpful. Some would not be able to meet in-person but can call in. Policy Council was asked which location for those meeting in-person would work best, our center on the south end of Logan, the Administrative Offices in Logan or our center in Hyde Park. Policy Council stated the Logan Preschool Head Start Center would work best. Policy council clarified that for those who want to meet in-person, they will and those who cannot will call in. Yes; Terrah will have everything set up for those to call in that would like to and everyone else can meet in-person. This is during a meal time as well. When we hold meetings during meal times and we are meeting in-person, those present will have a meal provided. Terrah will get the meal orders from those that will be attending in-person prior to the meetings.		
Motion to approve a combination of meeting in-person and calling in as the 2025-2026 Policy Council Meeting Location		
Motion: Destiny Clifford	Seconded: Aurora Rosas	Approved: Yes

9. Vote to approve the 2025-2026 Policy Council Interim Meeting Time – Terrah Smith		
Interim meetings are meetings that come up in between the regularly scheduled meetings. Typically they are to approve hires or transfers. Staff cannot start in their new positions until they are approved by Policy Council so many times we hold these interim meetings so we can get staff started in their new positions. These meetings come up as they are needed. When that occurs, Terrah works with the Policy Council Chair to schedule a day to hold the meeting. After a date is chosen, Terrah makes sure everyone on Policy Council is aware. Policy Council needs to choose a meeting time for these interim meetings. The interim meetings, because we cannot plan ahead for those, will always be held by calling in via Dialpad. Policy Council asked how long these meetings last. The interim meetings are pretty quick. Depending on how many staff		

need to be approved determines how long the meetings are; typically 15-20 minutes. These meetings will involve the staff introducing themselves, any questions or discussion and then the vote to approve or disapprove them. This last year, Policy Council held their interim meetings at 8:00pm. You can hold them at 6:00pm so the meeting time is consistent. Whatever Policy Council would like to do is great. Policy Council Members suggested 6:00pm, 7:00pm and 8:00pm for interim meeting times. A vote was taken from each Policy Council Member for which time they would prefer to hold interim meetings. The majority of Policy Council Members stated they would prefer to meet at 7:00pm for the interim meetings.

Motion to approve 7:00pm as the 2025-2026 Policy Council Interim Meeting Time

Motion: Destiny Clifford	Seconded: Kristin Fellows	Approved: Yes
---------------------------------	----------------------------------	----------------------

10. Vote to approve the Policy Council Composition – Kristie Curtis

Kristie Curtis is the Family Services Coordinator. We have taken the Policy Council Composition to our Board Members and it was approved. We elect Policy Council Representatives at the center level which is outlined in the Policy Council Composition. We have 11 centers and we elect one representative from each to serve on Policy Council and represent the parent voices in our program. If any Homebased families want to run for a Policy Council Representative position, they are included in the centers closest to them. The Composition outlines the procedure we follow to elect our Policy Council each year.

Motion to approve the Policy Council Composition

Motion: Destiny Clifford	Seconded: Aurora Rosas	Approved: Yes
---------------------------------	-------------------------------	----------------------

11. Vote to approve the Policy Council Bylaws – Terrah Smith

In our Performance Standards it is a requirement that we have a set of Bylaws to govern our Policy Council. They have to be reviewed and brought before Policy Council each year. After Policy Council approves them they go to our Board to review and approve as well. We made a change to our timeline this year for bringing on new Policy Council Members. Typically we've had our Policy Council Members elected in September. In October they would observe the old council running a meeting and then the new members would take over in November. As we discussed this year, we want our new Policy Council to participate earlier in the service year. Your children are already enrolled and receiving services. The change made to the Bylaws involved removing the month of November for when new Policy Council Officers get elected and the old officers are finished serving. It now states that elected officers from the previous year will remain in their offices until the new Policy Council Officers are elected. This will now happen in September. Policy Council was asked if they had any questions about the Bylaws. No questions were asked.

Motion to approve the Policy Council Bylaws

Motion: Annika Knorr	Seconded: Destiny Clifford	Approved: Yes
-----------------------------	-----------------------------------	----------------------

12. Vote to approve the Bear River Early Head Start Program Information Report (PIR) – Sarah Thurgood

Every year we are required to complete our PIRs (Program Information Reports). They include all of the numbers about who we served, what services they received, all of the data regarding program services. We have to separate Early Head Start PIR from Preschool Head Start PIR and will be voting on the Early Head Start PIR first. Policy Council was asked if they had any questions on the PIR. No questions were asked. The reports are kind of interesting. They include a lot of information and you can refer back to them as you'd like. We know there is a lot of information that gets shared with Policy Council, especially this month.

Motion to approve the Bear River Early Head Start Program Information Report (PIR)

Motion: David Lengenfelder	Seconded: Kalista Leishman	Approved: Yes
-----------------------------------	-----------------------------------	----------------------

13. Vote to approve the Bear River Head Start Program Information Report (PIR) – Sarah Thurgood

The Preschool Head Start PIR is bigger because we have more children enrolled in Preschool Head Start. It is the same information as was explained with the Early Head Start PIR. There are explanations included in the PIR for each child who did not receive certain services. We discuss and look into the information for each child including if the child had the opportunity or ability to receive those services and if there is a reason for why they did not. Sarah, as the Executive Director, wants to know about every child and the Office of Head Start does as well.

Motion to approve the Bear River Head Start Program Information Report (PIR)**Motion: Aurora Rosas****Seconded: David Lengenfelder****Approved: Yes****14. Vote to approve the Bear River Head Start Program Improvement Plan – Sarah Thurgood****which includes:****-Grantee Program Improvement & Short-Term Goals****-Each Program Area's:****-Self-Assessment****-Program Improvement****-Short-Term Goals****-Parent & Staff Surveys****-Training & Technical Assistance (T&TA) Plans****-Workplans****-PHS & EHS Centerbased School Readiness Goals****-EHS Homebased School Readiness Goals****-Child & Family Outcomes**

One of the reasons we want our new Policy Council Members involved earlier is to help them be aware of our Program Improvement Plan for the service year. This is a large report. It contains everything we've learned over the last 12 month school year. It starts with the self-assessment where we collect data from everywhere, the PIR, Family Outcomes, Child Outcomes, how well the kids did this year, all of our goals, etc. We send out questionnaires to our parents, staff and community partners and get feedback about what they liked, what they would like to have happen differently, etc. We collect everything and analyze it. We look at our strengths and where we can improve. We then develop a Program Improvement Plan for every program area. Every option develops their own plan with their own data and they set goals. The program areas include Family Development, Centerbased Child Development, Homebased Child Development, Health, etc. All year long we track how well we're doing and this plan is fluid. We make adjustments as needed. Included with the Program Improvement are training plans. If staff need more training, or we can see we have an underserved need, we provide training. Some of it is paid for and some is free. We also include the workplans for each program area in this report. These are no longer required but we continue to keep them updated and use them because it helps us refer to how we accomplish each requirement throughout the program. This is a lot of information. We want Policy Council to have this in their library as a reference. It does not need to be memorized and doesn't all have to be learned right away. We will refer to these documents and our Program Improvement Plan as we go throughout the year. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the Bear River Head Start Program Improvement Report**Motion: Aurora Rosas****Seconded: Kristin Fellows****Approved: Yes****15. Vote to approve the August 21, 2025 Policy Council Meeting Minutes – Josie Smith**

These are the meeting minutes from our last Policy Council Meeting. You should have received

the minutes in the Policy Council packet Terrah sent out. After each meeting, Terrah types up the minutes and includes them in the packet for the next month's meeting for Policy Council Members to review. As you read over the minutes, if you see anything that should be changed or you have questions, you can bring that to the meeting. By voting to approve the minutes, you are stating the record of the meeting is correct as far as you know. Some Policy Council Members may not be present at a meeting whose minutes need to be voted on for approval. The others who were present at the meeting can share if they feel the minutes are a good representation of what was discussed. This allows all Policy Council Members to feel comfortable voting to approve the minutes, even if they weren't able to be there. Policy Council was encouraged to review the minutes, especially those who attended each meeting. Policy Council was asked if they had any questions about these meeting minutes. No questions were asked or changes made to the August 21, 2025 Policy Council Meeting Minutes.

Motion to approve the August 21, 2025 Policy Council Meeting Minutes

Motion: Destiny Clifford	Seconded: Kalista Leishman	Approved: Yes
---------------------------------	-----------------------------------	----------------------

16. Vote to approve the September 4, 2025 Interim Policy Council Meeting Minutes – Josie Smith

These minutes are from our interim meeting, where Policy Council meets in between the scheduled Policy Council meetings in the case we need to approve some hire requests or transfers. Policy Council was asked if they had any questions about the interim meeting minutes. No questions were asked or changes made to the September 4, 2025 Interim Policy Council Meeting Minutes.

Motion to approve the September 4, 2025 Interim Policy Council Meeting Minutes

Motion: Destiny Clifford	Seconded: David Lengenfelder	Approved: Yes
---------------------------------	-------------------------------------	----------------------

17. Vote to approve the September 12, 2025 Interim Policy Council Meeting Minutes – Josie Smith

This was the first time in the last year that two interim meetings were held within the same month. Typically there is only one interim meeting each month or none. Policy Council was asked if they had any questions about these interim meeting minutes. No questions were asked or changes made to the September 12, 2025 Interim Policy Council Meeting Minutes.

Motion to approve the September 12, 2025 Interim Policy Council Meeting Minutes

Motion: Annika Knorr	Seconded: Destiny Clifford	Approved: Yes
-----------------------------	-----------------------------------	----------------------

18. Vote to approve holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed – Josie Smith

This agenda item is for Policy Council to vote now to approve holding an interim meeting if one is needed before October 16, which is our next scheduled Policy Council Meeting. Policy Council was asked if they had any questions. No questions were asked.

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

Motion: Destiny Clifford	Seconded: David Lengenfelder	Approved: Yes
---------------------------------	-------------------------------------	----------------------

19. Review the 2025-26 CACFP Meal Sites – Sarah Thurgood

The next items on the agenda are not voting items. They are reports and then we will vote to adjourn our meeting.

Our CACFP (Child and Adult Care Food Program) meal sites are all of our centers and where the Early Head Start Homebased socializations are held. Every year we have to complete an application to CACFP for Utah and Idaho. The CACFP program follows strict rules. We make a record of the meals served to the enrolled children at our centers and during socializations

along with all of the documentation and submit them to the state in which they are served to receive reimbursement. The money connected with CACFP is included in our Fiscal Report each month. It is very important that we track the spending and reimbursements. We want Policy Council to be aware of where our meals are being served. Policy Council was asked if they had any questions regarding the CACFP food program. No questions were asked.

20. Fiscal & Grant Training – Sarah Thurgood

Every year we prepare a grant application and send it in to the Office of Head Start in Washington, D.C. They go over all of the details of our grant, the money, budgets, the program, goals, what we're doing with our services. This is a fixed cost grant; we do not get new or increased funding each year. We have to protect the federal funding we receive and use it to the greatest good for providing services to the children and their families. We have started working on this year's application and will bring it for Policy Council review and approval in October. We will submit it to the Office of Head Start in November. It is due three months before the first day of our fiscal grant year which is February 1, 2026. Our grant year does not align with the school year. After submission, if they want any changes, the Office of Head Start will kick the application back with instructions. They review grant applications in detail. The format of the grant application has been changed this year. It is more heavily focused on the funding but they still require information regarding program services. We compile all of the information for the grant application and Terrah submits it through HSES (Head Start Enterprise System) which is a tracking system the federal government uses. When we receive our funding, usually by the end of January, we are ready to go for the new fiscal year. The budgets that go into the grant application are created based on our spending history for how we have used the funds. We have to ensure the majority of the grant is used for services to the kids and families. Although, rent and salaries take up a majority of the funding. Both are very expensive and we must have staff providing the services. We make adjustments to the budget as needs arise in different program areas. The management team sits down and works together to adjust as needed. If one area needs more funding, other areas will look at their budgets to see what hasn't traditionally been spent out. The management team is fabulous and work well together. They work to ensure all of the program pieces have the funding they need.

21. Budget Committee & Fiscal Reports – Sarah Thurgood

Budget Committee Meeting was quick this month. They discussed the grant application status and a lot of the things that Policy Council voted on for approval tonight. The auditors from Rudd & Company will present the finalized Audit Report to Board this month. We are required to have an annual Fiscal Audit completed by independent auditors. It's a process and takes months to complete, from the audit on-site to the auditors getting their reports finalized.

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

We just started the school year for the Preschool Head Start Part-day services. Extended-day services began in August. We are hitting all of our milestones and are not behind on anything. The Program Performance Report will be shared with Policy Council every month. It is very rare that we've missed a milestone; that is not a good thing so we always work hard to hit each one. Sarah discussed all of the information for her Director's Report during other agenda items. She thanked Policy Council for being here. Policy Council thanked Sarah for everything she does.

23. Board Report – Seth Tait

We have great Board Members just like we have great Policy Council Members. Board and Policy Council discuss the same items each month. Both bodies don't always vote on the same items but we make sure both bodies are aware of what is going on in the program. Seth had

nothing further to add that hasn't already been discussed. Often times the agendas for Policy Council and Board mirror one another.

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

Policy Council Representatives who want to bring something up for discussion, or have questions or concerns, can do so during this agenda item. If parents have questions or concerns about what is occurring in their child's classroom, or with their Educator or Family Advocate, we always ask them to talk with that staff member first. If you feel like your request or question hasn't been answered or have further need to discuss it, let Terrah know so the item can be added to the agenda. We will have the correct staff at the next Policy Council Meeting to be able to answer your questions. If something comes to mind during the meeting, it is fine to bring it up for discussion. However, if you know ahead of time, please let us know. We may also address the question with the particular Policy Council Member outside of a Policy Council Meeting depending on what the concern or situation is.

Policy Council asked how accurate the budget in our grant application is compared to the actual spending for each grant year. We want to make sure our budget reflects what is happening in the program. We track the spending as we go so we are aware of how much funding each department has remaining throughout the year. Andy Hernandez, our Fiscal Officer, is a partner at Jones Simkins, CPA (Certified Public Accounts) Firm. Sydnee, a Bookkeeper at Jones Simkins, helps him. They are really good to go through the budgets each month as the spending is coming in and they are making payments out. They code the expenditures to the area of the grant where it's being spent. We hold Budget Committee Meetings each month. We ask for Policy Council representation at these meetings and will elect for that officer position next month. Andy directs the Budget Committee Meetings with the Coordinators and Sarah present to give input. We analyze during those meetings if we are in alignment for our spending with where we are in the grant year. Are we tracking our spending well? Are we ahead of where we should be or behind? These meetings are very helpful. If we have something that comes up and we need additional funding in a particular area that wasn't expected, Andy does an analysis of the budgets with Sydnee. They look back historically to see where there has been under spending. Maybe there is a section of the budget that traditionally has a pattern of not being fully spent out. It is very important to have a Fiscal Officer who is very aware and has expertise in this area so they can oversee the budgets and spending. Andy and Sydnee provide valuable guidance and wisdom regarding the funding.

25. Community Report – Policy Council Representatives

During this part of the meeting Policy Council Members can share information about things happening in the community or other items that relate to the community. It can be anything such as events, diaper drives, anything you know that is going on in your community that you feel other parents in the program would like to know about. You share it here and then we get the word out to everyone. Policy Council clarified what information can be shared. It can be anything you know about. It does not have to be a free event. Policy Council asked what the process is for sharing this information with the other program parents. We usually send this information out through the Family Advocates, but will also share it with the Teachers and Family Educators so it makes it to all parents. Policy Council Members appreciate knowing about events going on in other areas if there isn't a lot happening where they live.

-Every Thursday Evening: Live Music at the Alley on Center Street (19 W. Center St. Logan) @ 7pm-dusk; bring a chair and enjoy live music from local bands; weather permitting

-Friday, September 19: Late Night Date Night @ 6-8pm @ Zootah (419 W. 700 S. Logan); date night at the zoo; regular admission

-Saturday, September 20: Little Lambs Drive Thru Diaper Drive @ 10am-12pm @ 1125 W. 400

N. Suite 200, Logan; must have a valid ID; can only pick up for your own child; will have diapers sizes NB-7, wipes, pull ups, deodorant, socks, period products & a limited amount of coats for children sizes 2T to 14/16 while supplies last

-Saturday, September 27: Great Pumpkin 5K Fun Run @ 8am @ Logan Downtown Alliance (123 N. Main St. Logan)

-Saturday, September 27: Giant Pumpkin Festival @11am-7pm @ Center Street in Logan; see flier for details; activities all day

-Saturday, September 27: Building a Better Dam' Future Gala @ 6:30pm (mingle), 7-9pm (main event) at Zootah (419 W. 700 S. Logan); BBQ feast, live music, silent & live auctions; \$50 per person

-Saturday, October 4: Witches' Paddle @11am-2pm @ First Dam; witches paddle across First Dam on paddle boards

-Saturday, October 4: Marvelous Adventure put on by The Family Place @ 12-2pm @ Cache County Events Center (490 S. 500 W. Logan); Superhero activities, lunch & snacks, photo opportunities, superhero themed crafts; tickets: \$20

-Saturday, October 11: Cache Valley Fall Boutique @ 10am @ Cache County Fairgrounds (490 S. 500 W. Logan)

-Thursday, October 16-Saturday, October 18, Monday, October 20 & Tuesday, October 21: Pumpkin Walk @ 10am-10pm @ Elk Ridge Park (1100 E. 2500 N. North Logan); free admission

-Friday, October 24: Warren Miller 'Sno-ciety' Winter Sports Film @ 7pm @ Ellen Eccles Theater (43 Main St. Logan); Children/Students: \$15 per ticket, Adults: \$23 per ticket; get tickets online @ <https://warrenmiller.com/events/ellen-eccles-theatre>

-Saturday, October 25: Witches Dance & Fall Festival @ Laub Plaza (290 N. 100 W. Logan); includes food trucks and meet & greet with the witches for pictures; witches will be dancing @ 6:30pm, 7pm & 7:30pm

26. Parent Committee Meeting Report – Policy Council Representatives

This is discussed every Policy Council Meeting. There was a virtual Welcome Meeting yesterday. When Policy Council Members attend Parent Committee Meetings, they can report on them to Policy Council. Policy Council was asked if anyone attended the Welcome Meeting who wanted to share. In-kind was explained to the parents and they discussed some events Head Start is putting together. The Family Picnic in the Park will be held at a park or center in each area of the program. The one in Brigham City is on September 22 at Lindsay Park. The Family Advocates will reach out to all program parents. The other event discussed was a Family Fun Night and families are encouraged to attend the event closest to them. Logan, Hyde Park, Hyrum and Smithfield have their Family Fun Night on October 1. Brigham's Family Fun Night is on October 2. Preston, Tremonton and Paris have their Family Fun Nights on October 14 and Malad's is on October 15. There will be a light dinner and craft activity. Head Start parents and guardians are invited to attend with their Head Start children and siblings 12 and under.

27. Calendar Review – Terrah Smith

During this agenda item, Terrah reviews what is coming up for the month ahead so everyone is aware. This calendar is also posted on the Bear River Head Start website so parents can review it there as well.

-Wednesday, October 1: Logan/Cache Family Fun Night, 4:30-6:30pm @ Bridger Park in Logan

-Thursday, October 2-Friday, October 3: Preston & Paris Fall Break

-Thursday, October 2: Brigham Family Fun Night 5:30-7:00pm @ the Brigham Head Start Center

-Friday, October 3: Early Head Start Centers Closed

-Thursday, October 9-Friday, October 10: Logan & Cache Fall Break

- Tuesday, October 14: Budget Committee Meeting at 10:00am (Policy Council Treasurer will be elected next month and will attend these meetings.)
- Tuesday, October 14: Tremonton Family Fun Night, 5:30-6:30pm @ the Tremonton Head Start Center
- Tuesday, October 14: Preston Family Fun Night, 5:30-6:30pm @ the Larsen-Sant Library
- Tuesday, October 14: Paris Family Fun Night, 5:30-6:30pm, location to be determined
- Wednesday, October 15: Malad Family Fun Night, 5:30-6:30pm, location to be determined
- Thursday, October 16-Friday, October 17: Box Elder & Malad Fall Break
- Thursday, October 16: Policy Council Meeting, 6:00pm
- Friday, October 24: Early Head Start Centers Closed
- Tuesday, October 28: Board Meeting, 5:00pm (Policy Council Chairperson attends)

28. Vote to adjourn the September 18, 2025 Policy Council Meeting – Josie Smith
--

With no other business to conduct, the September 18, 2025 Policy Council Meeting was adjourned at 8:23pm.

Motion to adjourn the September 18, 2025 Policy Council Meeting
--

Motion: David Lengenfelder	Seconded: Destiny Clifford	Approved: Yes
-----------------------------------	-----------------------------------	----------------------