

Officer Signature Aurora RosasDate 11-21-2025

BEAR RIVER HEAD START POLICY COUNCIL

2025-2026 Meeting Minutes

Date: Thursday, October 16, 2025	Start Time: 6:00PM End Time: 7:40PM	Location: Dialpad Meetings: 1-888-602-7505		
2025-2026 Policy Council Members' Attendance			YES	NO
Destiny Clifford* (Chair)	Brigham Representative			E
David Lengenfelder*	Tremonton Representative			E
	Hyde Park Representative			
Kalista Leishman*	Logan Representative			E
Jessica Crook*	Hyrum Representative	X		
Aurora Rosas* (Vice Chair)	Smithfield Representative	X		
Karli Leonardi*	Malad Representative	X		
Annika Knorr*	Paris Representative			X
Kristin Fellows*	Preston Representative	X		
Yasmeen Ayala*	Nest/Koop Representative	X		
Sharandy Appiah*	Fishpond Representative	X		
Brooks Bodily	Board Representative	X		
	Community Representative			

*Trained & Seated Policy Council Members

Members needed for a Quorum: 6	
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: Aurora Rosas (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), Neyda Hernandez (ERSEA Manager)	

1. Policy Council Meeting & In-Kind Training – Terrah Smith

Most of the Policy Council Members were able to join the September meeting call where Terrah provided training about how Policy Council Meetings run. Additional information was provided during this meeting. As a reminder of expectations for Policy Council Members:

- We encourage all Policy Council Members to attend both Policy Council and Parent Committee Meetings. You can take the Policy Council Report back to your Parent Committees to share with the parents in your area of the program. If parents share concerns with you, first, please encourage them to talk with the staff member involved (Teacher, Educator, Family Advocate). If there are still concerns after that, make Terrah aware so the concerns can be addressed. We will reach out to the appropriate staff to help address the situation and, if needed, they may be addressed at a Policy Council Meeting;
- Each Policy Council Member was asked to complete a Release of Information form so their contact information can be shared with other Policy Council Members and Bear River Head Start staff as needed;
- During meetings we ask that you listen, be attentive, ask questions, make comments and participate in voting;
- Stay on the call for the entire meeting to ensure a quorum and that you can share the

information with the parents from your area of the program;

To make sure everyone is aware, the meetings are recorded to help with minute taking.

A quorum must be present to start a Policy Council Meeting. That means a majority of elected Policy Council Members need to be on the call to be able to vote on items such as hires and transfers, policies, procedures, grant applications, etc. After Policy Council votes, the items are taken to our Board of Trustees for them to consider and vote. Our Board is a group of professionals from the community. They are responsible for the fiscal and legal aspects of the program. Policy Council is responsible for the direction of the program with the guidance of staff. Policy Council votes on most items before Board which allows Board to consider the voice of the parents when voting. Items have to be approved by the appropriate governing body before a person can begin working or policies can be implemented in the program.

The items on the agenda that have an asterisk next to them are items you will receive information about in your packet to review before the meeting. Most of the time these are items Policy Council will vote on so we ask you to be aware of the information so you can bring your questions or comments to the meetings. Usually there is an executive summary at the beginning of each policy to give a brief overview of what it is and any changes made.

There have been some questions about in-kind and because it can be confusing, Terrah provided a quick training on in-kind. Every month Terrah will ask for your Policy Council in-kind. Because Bear River Head Start is a federally funded agency, we are required to receive a percentage of our funding through donations or in-kind. This can be actual material donations, discounts on items we purchase or volunteer time. Your advocates should be working with you to help you understand what counts as in-kind and how to submit most of your in-kind time through the In-kindPro app. The time Terrah asks for is specific to Policy Council. It does not include the meeting time which is already tracked on a sign-in sheet. Examples of what can be counted for Policy Council in-kind time are: the time you spend reading through the packets, reading and responding to texts or emails from Terrah, any time you spent doing the training to prepare to be on the Policy Council and filling out the forms, etc. When Terrah emails each month asking for your in-kind time for Policy Council, all you need to do is respond to her email with how much time you had that month and she will get it recorded.

Policy Council was asked if they had any questions about Policy Council or in-kind. Policy Council asked if the In-kindPro app is ready to use now. The app is ready. We have been switching over to a new app. In-KindPro has been working with a new team of developers and it has taken some time to get transferred over. If you have any questions about the new app, your Family Advocates can answer those and get you set up to start submitting your time.

2. Vote to approve the hire request of Paige Udall as a PHS Logan Adventure Teacher Assistant – Steph Wood

Paige moved to Logan in August from Arizona. She attended Brigham Young University and completed a few years of a Special Education degree that specialized in severe disabilities. Since then she has been working in places like DSP (Direct Support Professional) services for young adults and kids. Most recently Paige worked as a Registered Behavior Technician at Soar Autism Center in Arizona. There she was a Behavior Technician for children ages 1-5 and worked on behavioral goals with them. The center focused on the ESDM (Early Start Denver Model). Paige worked with a really great team and liked that model. Working there shaped how she feels children should be taught and cared for. Paige feels Bear River Head Start aligns with the things she feels passionate about such as play-based care and collaborating with children to create better learning experiences. Paige has only worked with children who have disabilities, autism being the most recent but feels children at that young age have a wide-range of abilities, generally. She is willing to meet the needs of the kids through any range of ability. Policy Council asked Paige what feeling she hopes the kids leave with when they leave at the end of the day. Paige has never worked in a preschool environment but would hope they leave with a

feeling of excitement for the next day at preschool. Parents also want their children to be excited to attend each day.

Motion to approve the hire request of Paige Udall as a PHS Logan Adventure Teacher Assistant

Motion: Karli Leonardi

Seconded: Jessica Crook

Approved: Yes

3. Vote to approve the October 2025 Lateral Staff Transfer Requests – Steph Wood

Our Lateral Staff Transfer Report includes staff who are not transferring to a position that would be considered an advancement but are instead transferring laterally. Examples of lateral transfers include an on-call Teacher who would like to no longer be on-call or a Classroom Assistant that would like to become a Teacher Assistant. These are similar positions so they are included on this report. Steph currently has a staff that is an on-call Teacher but would like the opportunity to be a part-day Teacher in Logan. She has been included on this month's report. We feel she would do a good job and are excited to have her as part of our team in Logan. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the October 2025 Lateral Staff Transfer Requests

Motion: Kristin Fellows

Seconded: Aurora Rosas

Approved: Yes

4. Re-vote to approve the 2025-2026 Policy Council Meeting Time – Terrah Smith

Discussion regarding a later meeting time was requested by Policy Council Members. It would be nice to move the time later to allow for families to get settled into their evenings, get homework done, have dinner, etc. before the meetings. Now that we've had a couple of meetings, Policy Council Members are able to see how this process works. Past Policy Council groups have chosen a later meeting time and getting their families and kids settled first has probably played into that. Seeing the amount of time allotted to each meeting on the agendas also makes Policy Council feel meeting later would be better. Another Policy Council Member stated meeting later works better for them as well. The amount of time listed on the agenda for each meeting is just an estimate. Very rarely do the meetings take the full allotment, especially if everyone is engaged, we start on time, the voting process goes smoothly and we keep moving. Most often the meetings last about an hour or less unless there is something bigger to discuss. If the meetings run smoothly, even holding a meeting at 8:00pm is doable. Policy Council suggested meeting times of 7:00pm and 8:00pm. The majority of Policy Council Members requested 8:00pm as the new meeting time. A vote was held. One Policy Council Member was opposed to meeting at 8:00pm. This is their children's bed time and they would have a hard time being fully present for the meeting during that time. Further discussion was held and 8:30pm was suggested as a meeting time. Policy Council agreed that 8:30pm would work to meet. If Policy Council members have questions or would like to adjust things, they can bring those items up during the meetings to discuss. This is a good example of that. We will try out this new meeting time next month and if it needs to be adjusted again, we can do so.

Motion to approve 8:30pm as the new 2025-2026 Policy Council Meeting Time

Motion: Aurora Rosas

Seconded: Jessica Crook

Approved: Yes

5. Re-vote to approve the 2025-2026 Policy Council Meeting Location: in-person or virtual – Sarah Thurgood

Last month, Policy Council was given three options for their regular meeting location: meeting in-person, virtually by calling in (like we are now) or a combination of the two. Policy Council voted to have a combination of meeting in-person and calling in. Further discussion should have been held during that meeting. Terrah is not a full-time employee. She has chosen to work part-time and has other duties including taking care of the Board, submitting documentation to the Office of Head Start and for our child nutrition program. We are careful with her time. Holding a

meeting in-person requires a lot of preparation including room set-up, following purchasing processes, ordering and meal pick-up, etc. Holding meetings in-person can be done but when we also have Policy Council Members joining by phone, it's almost like there are two meetings going on at the same time. Ensuring we have a quorum present and managing all of the pieces would not be feasible for Terrah's time and the budget we have allocated for her. We wanted to re-address the meeting location tonight and have the choices for location be either in-person or by calling in. One Policy Council Member stated meeting virtually by calling in is so much easier. They cannot travel to attend the meetings, especially during the winter months. We have Policy Council Representatives from all over our service area so it is difficult to get everyone to travel in for meetings. Policy Council Members chose meeting virtually by calling in via Dialpad Meetings as the new meeting location.

Motion to approve meeting virtually by calling in via Dialpad Meetings as the 2025-2026 Policy Council Meeting Location

Motion: Sharandy Appiah

Seconded: Kristin Fellows

Approved: Yes

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

Last month we elected the Policy Council Chair and Vice-Chair. All elected officers will remain seated in their positions from now until next September when the new Policy Council elects their officers for the new Policy Council year. The officers elected for this year may attend that meeting to help train the incoming officers. Often we only have the Chairperson attend to help with conducting the meeting. All Policy Council Officers are expected to follow the Code of Conduct, which means being professional and working together toward problem-solving. The main duties of the Secretary are to help with minute taking and tracking attendance which helps Terrah as she types up the meeting minutes. Usually they will take note of items that happen during the meeting such as which Policy Council Members are in attendance and who firsts and seconds motions. They may be asked to conduct a Policy Council Meeting, if the Chair and Vice-Chair are unable to do so, with the help of the Administrative Assistant. Policy Council was asked for volunteers to put forth their names to be the Secretary for this year. Karli Leonardi put forth her name. Other nominations were asked for. No other names were put forth. Karli was asked to leave the call during the voting process. She rejoined the meeting after the voting was completed. Congratulations, Karli! You were elected as the Secretary.

Motion to approve Karli Leonardi as the 2025-2026 Policy Council Secretary

Motion: Jessica Crook

Seconded: Kristin Fellows

Approved: Yes

7. Elect the 2025-2026 Policy Council Treasurer – Terrah Smith

The main duty of the Treasurer is to hold a chair on our Budget Committee and attending the monthly Budget Committee Meetings that are held the Tuesday before Policy Council at 10:00am by calling into the meeting. Typically these meetings last 15-20 minutes. They will be emailed an agenda and reminder ahead of time from Terrah each month. During the meeting, they can ask questions or just listen. They'll be asked to share a brief report of what was discussed during Budget Committee Meeting at each month's Policy Council Meeting. The Treasurer may be asked to conduct a Policy Council meeting, if the other officers are unable to do so, with the help of the Administrative Assistant. Policy Council was asked for volunteers to put forth their names to be the Treasurer for this year. Jessica Crook put forth her name. Other nominations were asked for. No other nominations were made. Jessica was asked to leave the call during the voting process. She rejoined the meeting after the voting was completed. Congratulations, Jessica! You were elected as the Treasurer.

We will hold an officer training for the four elected officers, our Chairperson, Destiny, Vice-Chairperson, Aurora, Secretary, Karli and Treasurer, Jessica sometime next week. Terrah will reach out to schedule a time. The training is about 30 minutes long and is to review the officer

duties to make sure everyone is comfortable serving in their positions.		
Motion to approve Jessica Crook as the 2025-2026 Policy Council Treasurer		
Motion: Karli Leonardi	Seconded: Kristin Fellows	Approved: Yes

8. Elect the 2025-2026 Policy Council Utah Health & Mental Health Service Advisory Committee Member – Terrah Smith		
<p>Two parents from Policy Council, one from the Utah area and one from Idaho, are needed on the Health & Mental Health Service Advisory Committee to attend two meetings during the year to discuss health forms, policies and procedures, and services for the program related to health and mental health. This committee is made up of health professionals in the community including doctors, dentists, staff from the health department, etc. The meetings typically last 45 minutes to an hour and are usually held during lunch time so a meal is provided. The next meeting is in November and the Advisory Committee Members will be contacted ahead of time with information about it. Karli Leonardi served on this committee twice in the past and was asked to share her thoughts about it. It is the easiest job, especially if you live in Cache Valley. The meetings are held in the conference room at the hospital in Logan and entail having lunch while listening to health professionals share information and then she reported back. She enjoyed meeting some people. It was easy and fun and a very important liaison. Policy Council asked if those elected as one of the officers could also fill this position. Yes, an officer can also be on this committee. We cannot have one person fill two officer positions but being on this committee as well as an officer is just fine. Jessica Crook volunteered to represent the parents from Utah. Policy Council was asked if there were any others from Utah who would like to put forth their name to serve on this committee. No other nominations were made. Jessica was asked to leave the call during the voting process. She rejoined the meeting after the voting was completed.</p>		
Motion to approve Jessica Crooks as the 2025-2026 Policy Council Utah Health & Mental Health Service Advisory Committee Member		
Motion: Aurora Rosas	Seconded: Karli Leonardi	Approved: Yes

9. Elect the 2025-2026 Policy Council Idaho Health & Mental Health Service Advisory Committee Member – Terrah Smith		
<p>See the notes from agenda item 8. Elect the 2025-2026 Policy Council Utah Health & Mental Health Service Advisory Committee Member for further information. Karli Leonardi volunteered to represent the parents from Idaho. Policy Council was asked if there were any others from Idaho who would like to put forth their name to serve on this committee. No other nominations were made. Karli was asked to leave the call during the voting process. She rejoined the meeting after the voting was completed.</p>		
Motion to approve Karli Leonardi as the 2025-2026 Policy Council Idaho Health & Mental Health Service Advisory Committee Member		
Motion: Aurora Rosas	Seconded: Kristin Fellows	Approved: Yes

10. Vote to approve the ERSEA – Recruitment & Enrollment Policy – Kristie Curtis		
<p>Kristie Curtis is the Family Services Coordinator. There were only a couple of changes made to the ERSEA – Recruitment & Enrollment Policy since its last approval. Most of the changes were adjusting verbiage and adding additional information to provide clarity. The ERSEA Manager is now Neyda Hernandez. We added some of the Performance Standards that talk about the allowance to enroll 10% of our enrollment as over income and verifying age. We changed some verbiage in Verifying Eligibility on pages 3-4 but it is still the same information. A new IM (Information Memorandum) on Addressing Vacant Slots due to Chronic Absenteeism came out from the Office of Head Start. This was added to the ERSEA Policy to include the most updated</p>		

information.

We also added eligibility priority points for items we didn't have listed before. These include:

- Parent or primary caregiver has a diagnosed mental health condition/in process of diagnosis
- Child is in an environment with safety concerns verified through self-report, DCFS involvement or home visit observation
- Family experiencing frequent crisis or instability that impacts the child's safety or attendance which can include eviction, family conflict or unsafe caregivers
- Parent employment conflicts or shift work
- Resides in area with limited access to early childhood programs
- Family lives in rural area with limited services
- Previously enrolled in Bear River Head Start (and demonstrated active attendance) for both Head Start and Early Head Start

Our ERSEA Policy always follows our Performance Standards and our policies and procedures. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the ERSEA – Recruitment & Enrollment Policy

Motion: Jessica Crook

Seconded: Karli Leonardi

Approved: Yes

11. Vote to approve the Bear River Head Start Program Data Protection Policies – Sarah Thurgood

One of our requirements from the Office of Head Start is to make notation and documentation of how we protect our own documentation. Our Data Protection Policy outlines how we protect our data. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the Bear River Head Start Program Data Protection Policies

Motion: Karli Leonardi

Seconded: Jessica Crook

Approved: Yes

12. Vote to approve the Bear River Head Start Report to the Public – Sarah Thurgood

ReNae Torbenson compiles this report and always does a fabulous job. Every year, as part of our requirements, we have to prepare a Report to the Public. It includes budget information from Andy Hernandez, our Fiscal Officer. It also includes program data from our PIR (Program Information Report) and other information about our program. We post this report on our website so it is available to anyone in the communities we serve to see how Head Start performs, all about the services and how our families and children do. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the Bear River Head Start Report to the Public

Motion: Karli Leonardi

Seconded: Jessica Crook

Approved: Yes

13. Vote to approve the Bear River HS/EHS (08CH012487) Continuation Grant Application in the amount of \$9,082,209 for the 2026 - 2027 grant year consisting of \$5,471,729 to serve 327 Head Start funded children in center-based option in Utah and Idaho and \$3,610,480 to serve 171 Early Head Start funded children in center-based and home-based options in Utah and Idaho. This is for funding for year three of a five-year grant cycle – Sarah Thurgood

Every year we are required to submit a Continuation Grant Application. We are in a five-year grant cycle. This year the Office of Head Start changed the continuation grant application requirements. It is all about the budgets and how the funding will be spent. If programs are not changing anything in their services, the amount of children they are serving, or how they are providing services they only need to submit the budget information. The other portion of the grant application does not change. The Continuation Grant Application was included in the Policy Council packet for this month. After it is approved by Policy Council and Board, we will submit it to the Office of Head Start. If they have any corrections they want us to make it will be

sent back to make those changes. Policy Council is voting to approve it for submission tonight and then it will go to the Board. Policy Council was asked if they had any questions. Policy Council asked about the budget amounts for each classroom, each of the facilities, etc. Are the budgets for each year based off the actual breakdowns from the last year? Yes. They are based off of actuals. The funding is flat which means we do not get new funding every year. We track all of our spending and then our actuals guide our budget for the next year. We pay a lot for rent and staff. Most of our buildings are those we rent from a landlord. Some were built to suit especially for us and some are in school district buildings that we only pay a small amount for rent. If we have a classroom in a school we want to keep it as long as we can. It is less cost to keep one of those than paying a landlord. We live in a really high rent/housing market so our rent is high. Policy Council inquired if we have looked into what it would cost to purchase a building and turn it into a center for multiple ages. The Office of Head Start doesn't encourage programs to buy their own buildings because they've got thousands of programs across the country. If a grantee loses their funding, the Office of Head Start would own buildings they'd have to sell, etc. It is risky on their end. It is possible to purchase a building but there are extensive requirements to follow. Because we have flat funding we do not have the funding in place to do so. We would have to approach the Office of Head Start for additional funding to be able purchase a building which would also require a playground and we'd have to follow all of the guidelines to have it licensed as a school. It is very complicated which is why we rent often.

Motion to approve the Bear River HS/EHS (08CH012487) Continuation Grant Application for the 2026 - 2027 grant year

Motion: Karli Leonardi	Seconded: Jessica Crook	Approved: Yes
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14. Vote to approve the September 18, 2025 Policy Council Meeting Minutes – Terrah Smith

Policy Council was asked if they had any questions about the meeting minutes from last month. No questions were asked or changes made to the September 18, 2025 Policy Council Meeting Minutes.

Motion to approve the September 18, 2025 Policy Council Meeting Minutes

Motion: Karli Leonardi	Seconded: Jessica Crook	Approved: Yes
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15. Vote to approve the October 1, 2025 Interim Policy Council Meeting Minutes – Terrah Smith

Policy Council was asked if they had any questions about the minutes from the interim meeting. No questions were asked or changes made to the October 1, 2025 Interim Policy Council Meeting Minutes.

Motion to approve the October 1, 2025 Interim Policy Council Meeting Minutes

Motion: Kristin Fellows	Seconded: Karli Leonardi	Approved: Yes
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16. Vote to approve holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed – Terrah Smith

Policy Council was asked if they had any questions about this agenda item. No questions were asked.

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

Motion: Karli Leonardi	Seconded: Kristin Fellows	Approved: Yes
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17. Active Supervision Assessment Updates – Steph Wood

Steph Wood is the Centerbased Coordinator for Early Head Start and Preschool Head Start. Currently all Centerbased Mangers are in the process of finishing the Needs Analysis and Risk

Assessments for every Preschool Head Start and Early Head Start classroom. Health and Safety Facility Checklists are done on each classroom and facility as well. We look everything over to see if anything needs to be addressed to ensure safety. If anything is seen, we put in a work order to get that taken care of promptly so every center and classroom is safe. The assessments address the safety of the classroom and facilities. The managers work with the teachers on any concerns they may have or issues they need to talk about or have addressed. Once the Risk Assessment is complete and updated, a copy of the plan is placed in a sub folder in each classroom so that anyone coming into the classroom to provide services for the kids will have the information immediately available to review. This helps them be aware of all needs in the classroom as well as the center. Individual support is given to the staff if there are any active supervision issues identified. Support comes in many different ways from different staff including Steph, the Centerbased Managers, Child Development Managers, Mental Health Team and Disabilities Managers and the Education Training Manger provides training on anything seen. The Mentor Coaches help mentor and work with the teachers as well. We use all of this data to make sure we are consistently improving and ensuring compliance with active supervision. We include it in our Program Improvement Report and short-term goals to ensure safety and active supervision.

18. Mental Health Team Updates – Sarah Thurgood

After COVID we noticed that many people, children, families, and staff needed Mental Health support. At that time we put some budget together and hired three staff members to be our SET Team (Social Emotional Team). They go into the classrooms and work with the teachers. Sometimes when children have challenging behaviors, not all teachers know the proper things to do to help the children build new skills and to make sure the kids are getting the support and growth they need as well as providing them with opportunities to still feel loved and be helped. Our teachers learn these techniques and strategies from our SET Team. We implemented this into our program ahead of other agencies. This is now widely done in other programs. Our SET Team is great. They move around and make sure if there are any concerns, or children are experiencing challenges that they help them learn how to navigate the world. We want the children to know we are here and support them and their teachers support them. We also want the teachers saying and doing the right things to help themselves as a teacher and all of the children in their classrooms.

19. Approval of the Audited Financial Statements falls under Board responsibility and is listed as information only for Policy Council – Sarah Thurgood

A copy of the audit was included in the Policy Council packet for Policy Council Member review. Board reviewed and approved it this last month. Andy Hernandez, our Financial Officer, was really excited about the results of the Annual Audit. He, along with our Fiscal Staff got the paperwork and documents together for it and they passed the audit with flying colors. Everything is great. There were no concerns and we're glad to have it done.

20. Budget Committee & Fiscal Reports – Sarah Thurgood

We didn't have Budget Committee Meeting this last week. We've spoken a lot about budgets throughout this meeting so there's nothing more to discuss. We'll update Policy Council next month.

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

Policy Council will receive the Program Performance Report every month which is prepared by ReNae Torbenson, our data guru and Homebased Coordinator. For the Director's Report Sarah shared that we have the Continuation Grant Application and

some last program planning items that we're finishing up right now. A lot was brought to Policy Council last month.

Once services begin, we always have some children who were enrolled but do not attend. We have 30 days to fill an open vacancy and are looking for kids to fill some slots at a couple of our centers from families that have moved, etc. If you know of any income eligible families that are your friends, neighbors, in your congregations, etc., please encourage them to apply. We're really looking for income eligible kids. We have a lot of people who are over income that apply but all of the openings we've got are for income eligible kids. Policy Council asked if there are people who qualified for the program and now have had income circumstances change, if they would possibly qualify for an income eligible slot. They might. Any time circumstances change, we really want families to let us know and get us their updated information. They may qualify as income eligible and then we can change their income eligibility status. That might open up an over income slot for another child. We had to use all of our over income slots this year. Being able to reassign someone as income eligible helps the whole system.

22. Board Report – Brooks Bodily

The big highlight of last month's Board Meeting was the audit as Sarah has mentioned. Kudos to all the staff and Andy for getting that through the finish line; that's a big job. We got an unmodified opinion which means it was clean and didn't have any audit adjustments required. Board also voted on the addition of a new Board Member, Susan Findlay, and voted to approve Josie Smith as a continuing Board Member. They voted to approve the PIR (Program Information Reports) and Bear River Head Start Program Improvement Plan which includes multiple program documents. Policy Council was asked if they had any questions for the Board. No questions were asked.

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

This is an opportunity for Policy Council Members to share feedback which can include concerns or positive things you see going on in the program or questions you might have about services your child and family are receiving. Questions or concerns from parents in your Parent Committees can be brought to Policy Council but please keep in mind that the concerns we discuss during Policy Council Meetings are more serious in nature. If the concern can be addressed by a parent speaking with their child's Teacher, Educator or their Family Advocate, we always want them to follow that route first. If parents approach you, always encourage them to talk with that staff member first.

If there is something you'd like to discuss during a Policy Council meeting, please let Terrah know ahead of time. We will address the question right away, if possible. If we need to discuss it during a meeting, we'll make sure to have the right people on the call to do so.

If staff have concerns, they should not be voicing those to Policy Council Members. They should be discussing any concerns with their supervisors. As Policy Council Members, you should not be asking staff if they have questions to bring to Policy Council. They should be following the appropriate line of communication with their supervisor if they have questions. That being said, if something comes up during a meeting that Policy Council Members have a question about, they are welcome to voice it. Policy Council was asked if they had anything they would like to discuss. No questions were asked or items brought up for discussion.

24. Community Report – Policy Council Representatives

This is an opportunity for anyone on Policy Council to share anything going on in the community and we will make sure the information gets out to all of the program parents. No items were shared.

25. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if they had been to any of the Head Start events held for the families lately. The Family Fun Nights have been the most recent. One Policy Council Member went to the Family Fun Night in Logan which included a couple of crafts for the kids to do and food from Firehouse Pizzeria. It was good; the kids had a lot of fun. They smashed golf tees into pumpkins and made flower windmills. This family is new to Head Start and didn't know anyone. They felt the event was a little awkward. There wasn't any information about where to start or what to do, but it was good. Thank you for sharing. For events it can feel a bit awkward at times. We always encourage our staff to reach out to families and pull everyone in to what is going on. We will make sure they continue to do that.

26. Calendar Review – Terrah Smith

Information was shared for November so families are aware of what is coming up next month.

- First two weeks of November: Parent Teacher Conferences for those with children in Centerbased; the teachers will be reaching out to schedule a time for your conference
- Friday, November 7: Early Head Start Centers Closed
- Tuesday, November 18: Budget Committee Meeting at 10am (Policy Council Treasurer to attend)
- Tuesday, November 18: Spanish Virtual Parent Committee Meeting at 6pm
- Wednesday, November 19: English Virtual Parent Committee Meetings at 10am & 7pm
- Thursday, November 20: Policy Council at 8:30pm
- Tuesday, November 25: Board Meeting at 5pm (Policy Council Chairperson attends)
- Wednesday, November 26-Friday, November 28: Thanksgiving Break; All Staff Off & Centers Closed
- Friday, December 5: Early Head Start Centers Closed

27. Vote to adjourn the October 16, 2025 Policy Council Meeting – Destiny Clifford

With no other business to conduct, the October 16, 2025 Policy Council Meeting was adjourned at 7:40pm.

Motion to adjourn the October 16, 2025 Policy Council Meeting**Motion: Jessica Crook****Seconded: Kristin Fellows****Approved: Yes**