Policy Council Approval

Officer Signature Sydnee Noyes

Date 10-16-2026

BEAR RIVER HEAD START POLICY COUNCIL
2026-2027 Meeting Minutes

Date: Thursday, September 24, 2026	**Start Time:** 8:30PM **End Time:** 9:53PM	**Location:** Dialpad Meetings: 1-888-602-7505

2025-2026 Policy Council Members/Officers' Attendance		**YES**	**NO**
David Lengenfelder* (Chair)	Tremonton Representative	X	
Karli Leonardi* (Secretary & ID HSAC)	Malad Representative	Marked below	
Kristin Fellows*	Preston Representative	Marked below	
2026-2027 Policy Council Members' Attendance		**YES**	**NO**
Marissa Hendriks*	Brigham Representative		E
Sydnee Noyes*	Tremonton Representative	X	
	Hyde Park Representative		
Kendall Montoya*	Logan Representative	X	
Nita Reed*	Hyrum Representative	X	
	Smithfield Representative		
Jessica Farrar*	Malad Representative	X	
Lillian Woolstenhulme*	Paris Representative	X	
Kristin Fellows*	Preston Representative	X	
Karli Leonardi*	Idaho Homebased	X	
	Nest/Koop Representative		
	Fishpond Representative		
Daniel Macdonald	Board Representative	X	
	Community Representative		

***Trained & Seated Policy Council Members**

Members needed for a Quorum: 5
Number of Voting Members Attending the Meeting: 9
Do we have a Quorum? YES

Meeting Called to Order By: David Lengenfelder (2025-2026 Policy Council Chairperson)
Meeting Facilitated By: Terrah Smith (Administrative Assistant)
Additional Staff in Attendance: Sarah Thurgood (Executive Director), Kristie Curtis (Family Services Director), Cassie Petersen (Early Head Start Center Based Coordinator, Facilities Coordinator & CACFP Coordinator), Kitara Willmore (PHS Child Development Manager)

1. Welcome the 2026-27 Policy Council Members & Recording Governance Meetings Reminder – Terrah Smith

Welcome to our new Policy Council Members for the 2026-27 Service Year. You are elected in your positions through September 2027. Thank you for volunteering to serve Bear River Head Start by being on Policy Council and for joining the meeting call tonight.
My name is Terrah Smith. I am the Administrative Assistant. One of my duties is to make sure the Policy Council meetings run smoothly. I'll get you the information you need to review before meetings, send out reminders, set up the meetings, etc. I am your main contact for everything that has to do with Policy Council. If you have any questions, feel free to reach out to me.
We use Dialpad Meetings for our call-in Policy Council Meetings. All Policy Council Meetings are recorded to help with taking meeting minutes.
I will be jumping in throughout tonight's meeting to provide some training. To explain a few

pieces of how the meeting runs:
A quorum is required before we start each Policy Council Meeting to be able to vote on agenda items. For Policy Council to have a quorum we need at least 51% of our elected members present. We will not start a meeting until we have a quorum so it is important for everyone to join the meeting 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 each meeting, ask questions, make comments and participate. Participation helps everyone fully understand the items being voted on for approval during the meeting 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 area of the program. Each member of Policy Council gets one vote for each item. I will explain more about the voting process as we continue through the meeting.
David, as our 2025-26 Policy Council Chairperson, is conducting the meeting tonight which means he will announce each item on the agenda and turn it over to the person that needs to share information on them. After discussion occurs, David will conduct the vote for items that need to be voted on.

2. Vote to approve the hire request of Kayla Dalton as the PHS Hyde Park Discover Teacher Assistant – Cassie Petersen

Kayla is from Saratoga Springs, Utah and is the oldest of five children in her family. She studied Child Development for two years at Brigham Young University Idaho and had the experience of learning about children's development and working with multiple assessments such as the PPVT (Peabody Picture Vocabulary Test) and the ASQ (Ages and Stages Questionnaire). Kayla also had several opportunities where she got to teach in the preschool lab on campus. She gained experience creating and teaching lesson plans based on the developmental needs of the children. Some of Kayla's firsthand experience was through a high school program where she had the opportunity to work directly with young children in a preschool setting. She is certified in Pediatric CPR and First Aid and truly loves working with children. Kayla is really excited for the opportunity to support and foster their growth and development. She is looking forward to getting to know all of the children, their parents and families and is really grateful for this opportunity to become part of the Head Start community.
After a hire or transfer introduces themselves, Policy Council Members can ask questions about anything they are curious about such as the person's education, experience, something in the packet of information that was sent out, etc. while that person is still on the call.
Before voting can occur for a hire, transfer or electing someone to a position, the person has to leave the call. That is why David had those three leave the call. The names listed next to the agenda items for hires or transfers are the Director or upper management staff over the position those people are being considered for. They are also available during the meeting calls in case there are questions regarding the hire or transfer.
David will announce the need to vote for these three and if Policy Council Members have questions or comments, they can ask or if they have anything to discuss that will help everyone make a decision on if that person should be approved for the hire or transfer, they can share.
We follow Robert's Rules of Order for our voting process. For Policy Council Members at each meeting, this means you can put forth your name to first or second a motion. When the Policy Council Chair asks for someone to first the motion, if you are in favor of approving the item being discussed, you will state your name. The Chair will then ask for a second. Another voter will state their name if they also approve the item. When the Policy Council Chair asks, "All in favor?" all Policy Council Members in favor of the item being approved will respond "Aye." When they ask, "Any opposed?" you will respond "Aye," at this time if you are opposed to approving the item.
We ask for good participation from everyone during this process to ensure we have good

representation of the Policy Council quorum.		
Motion to approve the hire request of Kayla Dalton as the PHS Hyde Park Discover Teacher Assistant		
Motion: Karli Leonardi	**Seconded: Sydnee Noyes**	**Approved: Yes**

3. Vote to approve the hire request of Toni Mangum as the on-call PHS Paris Teacher Assistant – Cassie Petersen		
Toni is from Montpelier, Idaho, right on the Idaho/Utah border. She has lived there her whole life and is married with two kids. Toni hasn't ever helped in a preschool setting but has volunteered at the Head Start there. She has three years of experience being on a PTO (Parent Teacher Organization) Committee when her kids were in elementary school and after that she was a substitute teacher for the elementary school in Montpelier. Toni feels better around kids than she does adults. She likes learning with them and watching them grow.		
Motion to approve the hire request of Toni Mangum as the on-call PHS Paris Teacher Assistant		
Motion: Karli Leonardi	**Seconded: Sydnee Noyes**	**Approved: Yes**

4. Vote to approve the hire request of Kimberley Keehn as the PHS Paris Classroom Assistant – Cassie Petersen		
Kimberley lives in Afton, Wyoming right now and is moving to Paris, Idaho. She has five kids and six grandkids. She has experience cooking in a hospital care center in Afton and did that for five years. Kimberley has done all the food safety and food handling certification. She hasn't taught school, but has watched her six grandkids grow and learn. Kimberley enjoys watching children learn and grow and their creativity. She is excited to start a new life.		
Motion to approve the hire request of Kimberley Keehn as the PHS Paris Classroom Assistant		
Motion: Karli Leonardi	**Seconded: Sydnee Noyes**	**Approved: Yes**

5. Elect the 2026-27 Policy Council Chairperson – Terrah Smith

David will now continue down the agenda. The names listed out to the side of the rest of the items, in the right hand column, are the staff who will present information on that item before it is voted on for approval or disapproval. It is important for Policy Council Members to jump in, ask questions, make comments and participate during the meeting.

Tonight we will be electing both the Policy Council Chairperson and Vice Chairperson and will hold the remaining elections at the October Meeting for the other officer positions on Policy Council.

All 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. We typically ask at least the Chairperson to attend that September meeting to help conduct and help train the incoming Policy Council Members and new officers.

All Policy Council Officers are expected to follow the Code of Conduct, which means being professional and working together toward problem-solving, etc.

As the Chairperson, the main duties include:

-Approving the agenda for each meeting that the Administrative Assistant puts together and sends out through email,

-Conducting each Policy Council Meeting,

-Signing policies and procedures that were approved during meetings, sent out through PandaDoc, to record Policy Council approval,

-Automatically having a seat on the Board and attending Board meetings as a voting member. Board Meetings are held on the fourth Tuesday of each month at 5:00pm. Board is currently

meeting in person but there is an option to join the meeting by calling in if that works better,
-Sharing a short report at the Board Meetings about what happened at Policy Council so both governing bodies know what is going on. We like to have good communication back and forth between the two bodies. Board most often votes to approve the same items that Policy Council does and the Policy Council Chair can share the viewpoints and thoughts that were brought up during Policy Council's discussion of the agenda items.
-And being consulted regarding scheduling interim meetings.
David was asked to share some of his thoughts about his experience being the Chairperson this last year. For those interested in being the Chairperson, as was said, you do have a voting seat on the Board which means you will have two meetings, at a minimum, per month. It's a great and wonderful responsibility but don't get too overwhelmed. Terrah will guide you and provide an outline that explains how to run the meetings. Do you best to memorize that and then just find your flow. You'll have great support. The Board are wonderful people; David has met each one of them. If you enjoy or have a knack for conducting meetings, the Chairperson might be the best position for you.
Policy Council was asked for volunteers to put forth their names to be the Chairperson for this next year or if they had any questions. Sydnee Noyes put forth her name. Further nominations were asked for. No other nominations were made. Sydnee was asked to leave the call during the voting process.
Sydnee rejoined the meeting after the voting was completed. Congratulations Sydnee! You were elected as the Chairperson; thank you for volunteering. Terrah will work with you to get you trained and ready for the next Board Meeting which is scheduled for next Tuesday, September 29 at 5:00pm.

Motion to approve the election of Sydnee Noyes as the 2026-27 Policy Council Chairperson

Motion: David Lengenfelder	**Seconded: Karli Leonardi**	**Approved: Yes**

6. Elect the 2026-27 Policy Council Vice Chairperson – Terrah Smith

The main duty for the Policy Council Vice Chair is to conduct Policy Council Meetings if the Chairperson cannot attend. Terrah would work with the Vice Chair to make sure they know how the voting process goes and that they are comfortable ahead of time if we do need them to conduct a meeting. We do not ask the Vice Chairperson to attend a Board Meeting if the Chairperson cannot.
Policy Council was asked for volunteers to put forth their names to be the Vice Chairperson for this next year or if they had any questions. Karli Leonardi put forth her name. Further nominations were asked for. No other nominations were made. Karli was asked to leave the call during the voting process.
Karli rejoined the meeting after the voting was completed. Congratulations, Karli and thank you for volunteering! You were elected as the Vice Chairperson. Terrah will reach out to provide a short training before next month's meeting. We will elect the rest of the Policy Council Officers at the October Meeting and then hold a more in-depth training with all of the officers together.

Motion to approve the election of Karli Leonardi as the 2026-27 Policy Council Vice Chairperson

Motion: David Lengenfelder	**Seconded: Sydnee Noyes**	**Approved: Yes**

7. Vote to approve the 2026-27 Policy Council Meeting Location: in-person or virtual – Terrah Smith

Policy Council can meet in-person at our Administrative Offices in Logan, our Logan Preschool Head Start Center or our Hyde Park Preschool Head Start Center. Each of those locations are big enough that we could host a meeting with a bigger group. The other option is to meet

virtually via Dialpad Meetings which is how we are meeting tonight. Policy Council was asked how they would prefer to meet. Some Policy Council Members said they would prefer to meet via Dialpad Meetings because some live a good distance from Logan which makes it more difficult to attend in-person meetings, especially during the winter months and the higher gas prices. One Policy Council Member asked if this is the only option for meeting virtually. Is it possible to meet using a video call to get to know the other members of Policy Council or possibly meet together every other month? This Policy Council Member felt like meeting via Dialpad is impersonal. They would like to get to know the other Policy Council Members as they will be making decisions together. Other Policy Council Members stated that meeting in-person would be difficult for them because they have a lot of young children. We need to select either meeting in-person or virtually for the year instead of going back and forth. We have had some concerns in the past with some Policy Council Members having cameras on when they didn't realize they were on. We've looked into various options but having everyone call in works a little bit better for this reason. One Policy Council Member mentioned this is her fourth year on Policy Council and she really enjoys it. During the first meeting, it can feel jarring because you don't recognize voices or know how the meetings will run yet. It does get less impersonal after the first couple of meetings as you get to know one another through the call. As you're sharing you can make good connections. In the past, when we've used the video feature, many people would get kicked out of the meetings or could not get into the meetings. As we've been having everyone call in, we've had a lot less issues with this. The majority of Policy Council Members stated they would prefer to meet virtually. We can try this for the next few meetings and if any Policy Council Members would like to bring the meeting location back up for discussion to change that, we can do so after you get a better feel for how the meetings flow. Our legal Counsel has advised us to not have any type of meetings outside of the scheduled Policy Council or Board Meetings because the meetings are where discussion should happen so we can have meeting minutes and good documentation of what the conversation was. You'll get to know one another through the meetings but we do need to be careful to not have other discussions outside of the meetings. Some Policy Council parents would really like to make some connections with other parents and get to know each other. The Parent Committee Meetings will be a good outlet for that. Our service area is 14,000 square miles and covers eight different counties. For Policy Council, we've got representatives from throughout that area. It might be more difficult to get to know one another in-person but you will get to know each other through these meetings. We appreciate the feedback and discussion. That helps everyone to be able to make a decision.

Motion to approve meeting virtually vid Dialpad Meetings as the 2026-27 Policy Council Meeting Location

Motion: Karli Leonardi	**Seconded: Sydnee Noyes**	**Approved: Yes**

8. Vote to approve the 2026-27 Policy Council Meeting Time – Terrah Smith

Every month the regularly scheduled Policy Council Meeting is held, typically, on the third Thursday. There are some months we may need to adjust a bit but this agenda item is to determine the time for those monthly meetings. Some ideas are meeting at 6:00pm, 7:00pm or 8:00pm. It also doesn't have to be on the hour. It is up to the Policy Council Representatives to decide when to meet. Policy Council was asked for times that would work. Some Policy Council Members would like to meet around 7:00pm or 7:30pm but for others that would not work due to children's bed times. Meeting later would be better for them. An individual vote was taken and the majority preferred to meet at 8:00pm. If this meeting time does not work moving forward, Policy Council Members can ask to bring this up for discussion again.

Motion to approve 8:00pm as the 2026-27 Policy Council Meeting Time

Motion: Karli Leonardi	**Seconded: Sydnee Noyes**	**Approved: Yes**

9. Vote to approve the 2026-27 Policy Council Interim Meeting Time – Terrah Smith		
Part of our hiring process is to have Policy Council approve every staff hire or transfer. Because we cannot have staff start in their new positions until they are approved by Policy Council, and there are times when we need to hire someone and it doesn't align with our regularly scheduled meeting, we may need to hold an interim meeting. If that happens, Terrah will work with Sydnee to schedule the meeting. After a date is chosen, Terrah makes sure all of the Policy Council Members are aware. This agenda item is to decide the time for these interim meetings, meetings that will happen in between our regularly scheduled meetings. The same times mentioned before would work for these meetings as well. Some Policy Council groups have chosen to have their regular meeting and interim meeting times the same so there isn't confusion about what time the meetings are. Policy Council was asked for times they would want to hold the interim meetings. Policy Council Members stated it's a great idea to have all meetings at the same time, at 8:00pm.		
Motion to approve 8:00pm as the 2026-27 Policy Council Interim Meeting Time		
Motion: Sydnee Noyes	**Seconded: Karli Leonardi**	**Approved: Yes**

10. Vote to approve the 2025-26 Bear River Early Head Start Program Information Report (PIR) – Sarah Thurgood		
Every year we are required by the Office of Head Start in Washington, D.C. to complete the PIR, which is the Program Information Report. It includes all of the data for the services we provided during the last school year. They review the reports and see how well service delivery is going for each grantee. We have wonderful staff, wonderful kids and wonderful parents and always do really well on the PIR. By voting to approve the PIR, Policy Council is approving and accepting it as a program document. It has already been submitted to the Office of Head Start as it had a due date. Policy Council was asked if they had any questions. No questions were asked.		
Motion to approve the 2025-26 Bear River Early Head Start Program Information Report (PIR)		
Motion: Sydnee Noyes	**Seconded: Karli Leonarid**	**Approved: Yes**

11. Vote to approve the 2025-26 Bear River Preschool Head Start Program Information Report (PIR) – Sarah Thurgood		
The same information applies to this report as well. See the notes for agenda item 10. Vote to approve the 2025-26 Bear River Early Head Start Program Information Report (PIR). This report is for Head Start only. We are required to split the reports into Head Start and Early Head Start data. Policy Council was asked if they had any questions. No questions were asked.		
Motion to approve the 2025-26 Bear River Preschool Head Start Program Information Report (PIR)		
Motion: Sydnee Noyes	**Seconded: Karli Leonarid**	**Approved: Yes**

12. Vote to approve Operational Procedures 805 Use of Communication Systems & 805A Staff Personal Cell Phone, Photography and Electronic Device Policy – Sarah Thurgood		
Sarah included a lot of information about this in her Director's Report, giving the background and explanation of why we're updating these policies. We are just tightening this policy up to make sure all of the information is protected. With advances in technology, it was time to make it a deeper, higher policy. We started using this policy this year and Policy Council has the opportunity to approve it right now. Policy Council was asked if they had any questions. No questions were asked.		
Motion to approve Operational Procedures 805 Use of Communication Systems & 805A		

Staff Personal Cell Phone, Photography and Electronic Device Policy		
Motion: Karli Leonardi	**Seconded: Daniel Macdonald**	**Approved: Yes**

13. 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**
- **-PHS & EHS Centerbased School Readiness Goals**
- **-EHS Homebased School Readiness Goals**
- **-Child & Family Outcomes**

Please note the School Readiness Goals will be included as part of the annual grant renewal application, as needed

This is the first meeting for our new Policy Council Members and you have gotten all of the reports. We apologize for the amount of information being shared but it's just how it plays out with the planning cycle. Sarah included a written explanation at the beginning of the Program Improvement Plan about the background for this process, how we do it and why. It is a requirement but is also really good for everyone to strategically think through how we want to implement changes over the next twelve months. We have already started implementing the necessary changes in the short-term goals and program improvement for each program area. Program improvement is a continuous process; it never ends. This is a baseline for how we want to start the year out and then we go from there. As we identify things we can do better, we are always changing to try to make your services the best they can possibly be. Policy Council said it's kind of cool knowing everything that goes into their kids' education and the program. They love the Head Start program as well. There's a lot that goes into it behind the scenes that many wouldn't know. Even just tracking your children's outcomes, their progress throughout the year, and then using those outcomes and milestones to improve the program as we go along; it really is a well-run, great program. It's because we have wonderful staff, wonderful kids and wonderful parents. It's awesome!

Motion to approve the Bear River Head Start Program Improvement Plan		
Motion: Karli Leonardi	**Seconded: Lillian Woolstenhulme**	**Approved: Yes**

14. Vote to approve the August 20, 2026 Policy Council Meeting Minutes – David Lengenfelder

Terrah types up a copy of the minutes, which is a record of what happens during each Policy Council Meeting. Those minutes are sent out in the packet of information for the next month's meeting. As Policy Council reads over the minutes, if they see anything that might need to be changed or they have questions about, they can bring that to the next meeting. By voting to approve the minutes, Policy Council is stating that the record of the meeting is correct as far as they know.

Sometimes the group voting to approve the minutes may not be the same group that was actually at the meeting. If that is the case, to allow for the minutes to be approved, the person conducting the meeting, or other Policy Council Members who were present at that meeting, can state whether they feel the minutes are a good representation of that meeting or discuss their questions or thoughts about them. This will allow for all members of the quorum at the current meeting to feel confident in voting on the minutes. Those who weren't present at the meeting can also ask for others to share their thoughts.

There are a few Policy Council Members for this current year who were on the Policy Council last year and attended the meetings whose minutes are being voted on for approval tonight. Policy Council was asked if they had any questions regarding the Policy Council Meeting Minutes for last month. One Policy Council Member asked for clarification about where they can read the minutes for previous meetings. The minutes were included in the packet of information sent out last week. David, Karli and Kristin attended the August meeting. They were asked if they had a chance to review the minutes and if they felt they were a good representation of that meeting. They confirmed that there were no mistakes or errors in the August 2026 Policy Council Meeting Minutes and the minutes matched their notes from the meeting. During the October meeting, Policy Council will vote on the meeting minutes for this meeting. Policy Council will receive that record with the October Policy Council Packet of information. They can review them and bring any questions they have to the October meeting. With the amount of information sent in the September packet, the minutes were missed as some Policy Council Members reviewed the packet. That is understandable. The reason we review and discuss each agenda item during Policy Council Meetings is to make sure everyone is aware before a vote occurs. We include Executive Summaries with a lot of bigger documents that go out in the packets. Executive Summaries are at the very beginning of a policy or document and will outline if there were any changes made to the policy since it was last approved or a summary of what the document is. This is a lot to take in for a first meeting for our new Policy Council Members but we will make sure to discuss each item at the meetings.

Motion to approve the August 20, 2026 Policy Council Meeting Minutes		
Motion: Karli Leonardi	**Seconded: Lillian Woolstenhulme**	**Approved: Yes**

15. Vote to approve the September 3, 2026 Interim Policy Council Meeting Minutes – David Lengenfelder

Policy Council was asked if they had any questions regarding these meeting minutes. No questions were asked or changes made to the September 3, 2026 Interim Policy Council Meeting Minutes.

Motion to approve the September 3, 2026 Interim Policy Council Meeting Minutes		
Motion: Karli Leonardi	**Seconded: Lillian Woolstenhulme**	**Approved: Yes**

16. Vote to approve holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed – David Lengenfelder

Because we cannot move forward with hires or transfers starting in their new positions without Policy Council approval, sometimes we do have to hold an extra meeting here or there. Typically we only have one extra meeting each month and they are usually quite short because all we are doing is the introduction of the staff seeking to be hired and the approval voting. Some months we don't need to hold an interim meeting and other times we do. If they come up, I will reach out and make sure all Policy Council Members are aware. This agenda item is basically approving ahead of time to be able to hold an additional meeting or two, if needed, before the next Policy Council Meeting in October. Policy Council was asked if they had any questions about interim meetings or when they will be held. 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: Sydnee Noyes**	**Approved: Yes**

17. Review the Bear River Head Start Program Workplans (Program Governance, Financial & Administrative, ERSEA, PHS & EHS Centerbased, Mental Health & Social/Emotional, Disabilities, EHS Homebased, Family & Community Engagement, Health & Mental Health) – Sarah Thurgood

Workplans are no longer required but we complete them anyway because it gives us a chance

to really break down, for every single performance standard, how we are implementing them, who is in charge of the different tasks and how we document, trace and track completion of each standard. Every single performance standard is included in the Workplans. They are very helpful to the program and are being shared with Policy Council for their information.

18. Review the Bear River Head Start 2026-27 CACFP Meal Sites – Sarah Thurgood

We are required to make sure that Policy Council and Board are aware of every site that we serve food throughout the program. Most of these are included with Center Based Services for both Early Head Start and Head Start but we also have some sites for Early Head Start Homebased for socializations. Policy Council was asked if they had any questions. No questions were asked.

19. Approval of the Bear River Head Start 990 Informational Tax Return falls under Board responsibility and is listed as information only for Policy Council – Sarah Thurgood

Our Fiscal Officer is Andy Hernandez. He is a partner at Jones Simkins CPA (Certified Public Accountants) Firm. We contract with him to take care of our financials which includes the 990 Informational Tax Return. The 990 is a required form that we have to complete and file every year. This is being sent to Policy Council for their information so they are aware but they are not responsible to approve it. Policy Council was asked if they had any questions about the 990 Informational Tax Return. No questions were asked.

20. Budget Committee & Fiscal Reports – Sarah Thurgood

Every month we have a Budget Committee Meeting. Next month we will elect a Policy Council Member to be the representative from Policy Council that sits on the Budget Committee and attends that meeting. This meeting is held once a month and we have a Board Member that joins the call as well along with all of the Directors for the program. We discuss budget questions or concerns and how things are going. Head Start receives flat funding which means we get the same amount of money each year. That can be a challenge as things go up in price such as rent, internet, electricity, food, etc. It's always really tricky but we're pretty good to stay ahead of it and find ways we can cut costs. We will never cut costs for anything that has to do with the services to the children and the families. They will always get what they need out of the program because that is what the program is all about. At the meeting this month we discussed how the budgets are looking. The budgets look really good. About this time last year, we were in a worrisome mode because we could see we needed to make some cuts. During the last year there were some positions that we could absorb; not Teachers, Teacher Assistants or classroom staff because we have to have those staff. The positions absorbed were along the lines of a receptionist whose position could be combined with other duties. We're pretty good at problem solving. The budget is looking a lot better than last year. Policy Council was asked if they had any questions. No questions were asked.

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

Every month Policy Council will receive a Program Performance Report which will show how well the program is meeting all of the milestones, deadlines and requirements. The staff are so good at what they do that it is very rare that something happens where we don't hit a deadline, requirement or milestone.

Every month Sarah will prepare a Director's Report. In this report, Sarah goes into more detail about the items coming up for Policy Council approval. She likes to give the background of why, where, how, etc. and uses this as an opportunity to teach more about the program, about our grantee, how we do what we do, etc. Her reports tend to be narrative and full of detail. Sarah wants Policy Council to understand how all of this works and see the direction the program is

going. Policy Council was asked if they had any questions. No questions were asked.

22. Board Report – Daniel Macdonald

The Board met about a month ago at the end of August. They voted to approve the Infection Control Policy, the various job descriptions with a few updates to those for the program and the Community Assessment which is the regular report that looks at the service area of the program and outlines the needs of the service area. Board also discussed and approved the informational tax return.

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

This is the part of the meeting where Policy Council Members can share feedback, concerns or positive things they see going on in the program. They can also ask questions they may have about the services they and their child are receiving. We always encourage parents to address questions or concerns with the staff member involved first (Teacher, Educator, Family Advocate).

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 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. Staff should be following the appropriate line of communication with their supervisor if they have questions.

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.

With all of that being said, if something comes up during a meeting that Policy Council Members have any questions about, they are welcome to voice those questions.

Policy Council asked if the parents of the enrolled children know who has been elected to represent their area of the program on Policy Council. How can they be informed so Policy Council Representatives can help them? During Parent Committee Meetings Policy Council Members who are in attendance can share a Policy Council Report which is similar to what was shared by Daniel as he reported what happened during last month's Board Meeting. During that time, you can let the other parents know that you are their representative on Policy Council and they can let you know if they have any questions. You can also remind them to talk with their child's teacher, etc. if they have any questions that relate to the services they are providing.

Policy Council asked more about Parent Committee Meetings. Every parent or guardian of an enrolled child in the program is part of a Parent Committee. They will gather as a group of parents with a short meeting at the beginning to discuss activities coming up, reminders about holidays when centers will be closed, etc. and the Policy Council Report is part of that. Usually after that short meeting portion, there will be a workshop presented by someone from a community agency that we work with or on Conscious Discipline which is the parenting curriculum we use in the program. Typically the Parent Committee Meeting and a workshop and/or discussion are combined. The Family Advocates will let you know when your Parent Committee Meeting is. Newsletters and calendars that are sent out will include the dates of these meetings as well. We will also discuss with our Family Services Director how best to share the Policy Council Representatives' information with the other parents in their area of the program. We could possibly include this information in a newsletter that goes out. Policy Council was asked if they'd like their name and/or phone number shared with the other parents. Some

would like their name posted on a newsletter so the parents know they are an approachable person. Some try to talk with other parents when they drop their child off so they know they are available to help in any way they can. We will write up a procedure for how parents can share concerns and the process they are supposed to follow and will work with each of the Policy Council Representatives to see what information they want shared with the other program parents.
Sarah took a minute to thank David for being the Policy Council Chairperson this last year. He's done an amazing job. We're excited to work with the new Policy Council Representatives as well.

24. Community Report – Policy Council Representatives

This is the part of the meeting where Policy Council Members can share anything going on in the community that they are aware of to share with the other parents of the program. You can share about events, activities, classes, resources, sales, etc. We send this information out to all of the parents through the Family Advocates. One Policy Council Member really appreciates their advocate but he typically shares events for the Logan area which is not where they live. They would appreciate hearing about events going on in their area of the program. We will make sure to send resources out for every area we serve. We do our best to share information about events we are aware of. If there are any events going on that Policy Council Members are aware of, let us know so we can share the information with other parents in your areas as well. Policy Council Members said they will share anything they know about.
-Friday, October 2: Halloween Carnival at AJ Winters Elementary (535 Clay St. Montpelier, ID) from 3-6pm; trunk-or-treat, games, bounce houses, dinner available for purchase, costumes welcome
-Saturday, October 10: Paris Elementary Halloween Carnival from 3-7pm at 39 S. Fielding St. Paris, ID; bucket wagon rides, pop toss, face painting, fishing for a book, etc. Punch passes will be sold at the door; $5 for a half sheet, $8 for a full sheet
-Friday, October 23: Georgetown Halloween Carnival from 6-8 pm at Georgetown Elementary (142 Stringtown Rd. Georgetown, ID) ; raffle-$1 per ticket, pumpkin carving/painting contest, pop walk, book walk, face painting, bounce house, duck pond, etc.

25. Parent Committee Meeting Report – Policy Council Representatives

This is an opportunity where anyone who has attended a Parent Committee Meeting can share thoughts about how it went, or questions can be asked about these meetings, if you're wondering when the next one is, etc. your Family Advocate will make sure you are aware of these events. Policy Council was asked if they had anything they wanted to share for this agenda item. Nothing was shared.

26. Calendar Review – Terrah Smith

Each month, we review the events coming up for the following month so everyone is aware. These calendars are sent out to program parents through the Family Advocates and are also posted to the brheadstart.org website.
-Thursday, October 1-Friday, October 2: Preston Area Fall Break
-Friday, October 2: Early Head Start Centers Closed for Training
-Thursday, October 8-Friday, October 9: Fall Break for all Areas except for Preston
-Tuesday, October 13: Budget Committee Meeting at 10am (PC Treasurer Attends)
-Wednesday, October 14: EHS Socializations for Homebased families: Preston area from 10am-12pm at the Larsen-Sant Library; Brigham City area from 2-4pm at the Brigham City PHS Center; Cache/Logan area from 4-6pm at the Logan PHS Center
-Thursday, October 15: EHS Socializations for Homebased families: Soda Springs area from

10am-12pm at the Soda Springs Library; Malad area from 1:30-3:30pm at the Malad PHS Center -Thursday, October 15: Policy Council Meeting at 8pm -Wednesday, October 21: EHS Socializations for Homebased families: Preston area from 10am-12pm at the Larsen-Sant Library; Brigham City area from 2-4pm at the Brigham City PHS Center; Cache/Logan area from 4-6pm at the Logan PHS Center -Thursday, October 22: EHS Socializations for Homebased families: Soda Springs area from 10am-12pm at the Soda Springs Library; Malad area from 1:30-3:30pm at the Malad PHS Center -Friday, October 23: Early Head Start Centers Closed for Training -Tuesday, October 27: Board Meeting at 5pm (PC Chair Attends)

27. Vote to adjourn the September 24, 2026 Policy Council Meeting – David Lengenfelder		
With no other business to conduct, the September 24, 2026 Policy Council Meeting was adjourned at 9:53pm.		
Motion to adjourn the September 24, 2026 Policy Council Meeting		
Motion: Karli Leonardi	**Seconded: Lillian Woolstenhulme**	**Approved: Yes**