

Chairperson Signature _____

Date 01-16-2025 _____

**BEAR RIVER HEAD START POLICY COUNCIL
2024-2025 Meeting Minutes**

Date: Thursday, December 19, 2024	Start Time: 7:00PM End Time: 7:43PM	Location: Dialpad Meetings: 1-888-602-7505	
2024-2025 Policy Council Members' Attendance		YES	NO
Josie Smith* (Chairperson)	Brigham Representative		E
	Tremonton Representative		
	Hyde Park Representative		
Cassidy Macoubrie* (Vice Chairperson)	Logan Representative	X	
	Hyrum Representative		
Haylee Fellows*	Smithfield Representative	X	
	Richmond Representative		
Karli Leonardi* (Secretary)	Malad Representative		E
Zach Johnson* (Treasurer & ID HSAC)	Paris Representative	X	
Kristin Fellows*	Preston Representative	X	
Festus Odunuga*	Nest/Koop Representative	X	
Janeth Ocampo* (UT HSAC)	Fishpond Representative	X	
	Board Representative		
Justin Nuñez*	Community Representative	X	

***Trained & Seated Policy Council Members**

Members needed for a Quorum: 5	
Number of Voting Members who attended the meeting: 6	Number of Non-Voting Members who attended the meeting (including the Policy Council Officer conducting the meeting): 1
Do we have a Quorum? YES	
Meeting Called to Order By: Cassidy Macoubrie (Policy Council Vice Chairperson) Meeting Facilitated By: Terrah Smith (Administrative Assistant) Additional Staff in Attendance: Sarah Thurgood (Program Director), Kristie Curtis (Family Services Coordinator), Steph Wood (Centerbased Coordinator)	

1. Vote to approve the transfer request of Liz Lyon from PHS Hyde Park Teacher Assistant to PHS Hyde Park Imagine Extended-Day Teacher – Steph Wood		
Liz has been with Head Start coming up on three years now. She is requesting to transfer from the Teacher Assistant in Discover to become the lead Teacher in Imagine.		
Motion to approve the transfer request of Liz Lyon from PHS Hyde Park Teacher Assistant to PHS Hyde Park Imagine Extended-Day Teacher		
Motion: Kristin Fellows	Seconded: Zach Johnson	Approved: Yes

2. Vote to approve the 2024-2025 Bear River Head Start Policy Council Goals – Terrah Smith
The elected Policy Council Officers met for their Policy Council Officer Training after our last meeting. We reviewed the Policy Council Goals from last year. All of the Officers liked how they were written and wanted to keep them the same. The only change made was the date of the goals from the year of 2023-24 to 2024-25. There are five goals. To summarize them:

- The Policy Council Representatives will have ongoing cross-communication with their Parent Committees.
- Policy Council Officers and all Policy Council Members will make sure there is a quorum at every Policy Council Meeting. The Policy Council will have meaningful discussion and maintain balance of the Policy Council agenda/meeting. The Policy Council will stay on task and follow the agenda.
- Policy Council will do their best to review all Policy Council emails, packets and familiarize themselves with the Bear River Head Start website. Policy Council Members will be trained using the Policy Council online LMS (Learning Management System) and can refer back to it as needed.
- Policy Council Members will share information about recruitment to potential Head Start children and families. Policy Council can help spread the word to others about how to apply for Bear River Head Start enrollment and employment at Parent Committee Meetings and in the community.
- Policy Council Members will be prepared to share about upcoming community events and resources at both the Policy Council Meetings and the Parent Committee Meetings. Policy Council Members will work toward overall child well-being and positive child and family outcomes.

While we were talking about the goals a couple of questions came up:

- How to help with recruitment in your area: If you're able to help spread the word to get kids' applications on our waitlist, talk with your child's Teacher, Educator or Family Advocate and they can share fliers and give you ideas of how to get the word out about the program.
- How to communicate with the other parents in your area of the program: We encourage you to attend your Parent Committee Meetings to be able to give the Policy Council Report and remind parents that if they have any questions or concerns, to talk with the staff member it involves. (If they have a question about the classroom, they should talk with their child's Teacher, etc.) If you'd like, you can also give out your contact information during the Parent Committee Meeting for parents who still have questions or concerns that need to be brought before Policy Council. 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.

Policy Council was asked if they had any questions about the Policy Council goals. No questions were asked.

Motion to approve the 2024-2025 Bear River Head Start Policy Council Goals

Motion: Zach Johnson	Seconded: Justin Nuñez	Approved: Yes
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3. Vote to approve the November 21, 2024 Policy Council Meeting Minutes – Cassidy Macoubrie

Policy Council was asked if there were any questions or comments about the November minutes. No questions were asked or changes made to the November 21, 2024 Policy Council Meeting Minutes.

Motion to approve the November 21, 2024 Policy Council Meeting Minutes

Motion: Justin Nuñez	Seconded: Zach Johnson	Approved: Yes
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4. Vote to approve the December 3, 2024 Interim Policy Council Minutes – Cassidy Macoubrie

Policy Council was asked if there were any questions or comments about the interim minutes. No questions were asked or changes made to the December 3, 2024 Interim Policy Council Meeting Minutes.

Motion to approve the December 3, 2024 Interim Policy Council Minutes		
Motion: Justin Nuñez	Seconded: Zach Johnson	Approved: Yes

5. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – Cassidy Macoubrie		
Policy Council was asked if they had any questions or comments about this agenda item. No questions were asked or comments made.		
Motion to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed		
Motion: Justin Nuñez	Seconded: Zach Johnson	Approved: Yes

6. Robert’s Rules of Order Training – Terrah Smith		
<p>Many of you are familiar with Robert’s Rules of Order. This training is a review and for the new Policy Council Members who have joined this year. Robert’s Rules of Order is the process PC and Board follow when discussing and voting to approve or disapprove items on the agenda for each meeting. After the item has been presented and questions have been answered...</p> <ul style="list-style-type: none"> • Step 1: The conducting officer will introduce the item on the agenda to be approved: “We will now vote to approve...” • Step 2: The officer will entertain a motion and asks for someone to first the motion: “I will entertain a motion to approve.... Will someone first that motion?” • Step 3: A voting member makes a motion by stating their name. • Step 4: The conducting officer will ask for someone to second the motion. • Step 5: Another voting member will second the motion by stating their name. • Step 6: The officer will review motion made and asks for the affirmative and negative votes: “It has been motioned that we approve.... All in favor say ‘aye’.” “Are there any opposed?” • Step 8: The officer will announce the result of the voting: “The motion passes,” “The motion does not pass,” or “The motion has been tabled.” <p>Motions pass when a majority votes to approve the item. If there are some members that approve and some that disapprove of the item, we would take an individual count to see what the majority of the votes are because majority rules in the voting. If the majority votes to disapprove, the motion would not pass. Items can also be voted on to table them until a later meeting if there is a situation where Policy Council wants more information before voting on an item. Policy council was asked if they had any questions about Robert’s Rules of Order. No questions were asked. This process has been going really well.</p>		

7. Approval of the 990 Informational Tax Return falls under Board responsibility and is listed as information only for Policy Council – Sarah Thurgood		
<p>One of the things our grantee is required to do is complete a 990 informational tax return. This return is due at a different time of year than in April. Andy Hernandez, who is our Fiscal Officer, prepares the 990 and turns it in which he did by the deadline. Andy filed the proper paperwork to request an extension for the due date of the tax return this year because the Audit was not yet completed by the original deadline. Andy always shares any information that has to do with the financials with Board and gives a Fiscal Report during the Board Meetings. Policy Council was asked if they had any questions about the 990. No questions were asked.</p>		

8. Program Performance Report – Sarah Thurgood		
<p>This report shows whether we’re meeting our milestones and Sarah will share information on it every month. ReNae Torbenson, who is our Homebased Coordinator, is really good with all things data and ChildPlus, which is our online data tracking system. All of the Coordinators</p>		

enter their data into ChildPlus and then ReNae compiles this report, showing program status, which is sent to Board and Policy Council. We implemented sharing this report two years ago. When we had a review, some of the people conducting the review on site suggested sharing this information with Board and Policy Council. We were not out of compliance but did listen to their suggestion. We hope Board and Policy Council like seeing this information. ReNae does a great job!

9. Budget Committee & Fiscal Report – Zach Johnson

Zach reviewed the key points discussed during Budget Committee Meeting. The Fiscal Year is coming to an end on January 31, 2025 and is approximately just a little over 85% complete. We want to make sure that all parents are submitting their in-kind time in In-kindPro in a timely manner and that staff are validating submissions properly. The open enrollment process for employee benefits is in progress, or may be done as of now. We're at the beginning of the closing process for the 2024-25 grant year and everything that pertains to that. They filed the 990 tax return that was due on December 15. Zach asked some questions about the 990 during the meeting regarding what was extra donations, public charity or anything that was done such as campaign lobbying. That information was added. Budget Committee finished up the meeting with discussing the spend down. It has been calculated and the Coordinators have been made aware of the remaining amount to be used for the grant. We discussed making sure we don't over or under spend.

10. Director's Report – Sarah Thurgood

We had our holiday luncheon for our staff and they got their gift cards. They were so appreciative. We wish we could give them more; they are wonderful. The Preschool Head Start kids are off tomorrow since they don't attend on Fridays; only our Early Head Start centerbased children do. Our staff are looking forward to the Winter Break. They've worked so hard. Policy Council was asked if they had any questions. No question were asked. January 27 we will be starting a virtual Focus Area 1 Review. Our grant follows a five-year cycle and twice during that cycle we have a virtual review and then at the very end of the cycle we have an on-site review. The virtual review involves people off site looking at our records. We have to upload information and data that they look at to make sure we're following the guidelines and Program Performance Standards. The virtual reviews aren't very difficult. The on-site review that will be in a few years, involves a bunch of people coming on-site to look through everything. If a grantee is out of compliance, not doing something right or how they would like it or they have suggestions, they will tell the grantee. Our process is to get ahead of it and make sure we're doing everything correctly so we're prepared for the on-site review. We will report to Policy Council how the virtual review goes. Have a great break!

11. Board Report – Sarah Thurgood

The Board does not meet in December. During their November meeting, we covered the same things that Policy Council covered. We discussed a little bit about different staff issues going on, but because they didn't have a meeting this month, we'll have to cover the December and January information at their January meeting if they have any additional questions. Board typically discusses the same information that Policy Council does.

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

Policy Council was asked if they had any questions or comments. Policy Council asked if attendance is related to our funding like other schools. If attendance in a classroom falls below 80%, the Office of Head Start will contact us to make sure we are following up with parents and have an attendance plan in place. Head Start's attendance requirements are really high. If a

child is absent, their Teacher will call to follow up with their parent/guardian to make sure they are safe. We recognize there are good reasons children may be absent such as sickness, vacations, etc. but it's also our requirement to follow up for the safety of the children. That is our Attendance Policy. This Policy Council Member asked specifically about attendance in their area of the program, which is rural, related to winter weather. We understand families in parts of our service area have further to travel and weather can affect that. Our staff will still make contact to make sure everything is okay for the children and their families if they do not attend. We have days built in for the weather and understand it varies in all of our areas. Even for our staff, we encourage them to let us know how the weather is before they travel to Logan for trainings on Fridays.

Another Policy Council Member shared a concern about the Logan Head Start Center. They noticed anyone can enter the building at any time unlike some other schools in the area where parents have to be buzzed into the building outside of drop off and pick up times. We are getting security doors installed at our Logan Center over the next two weeks during the break. The inner door will be locked. There will be a doorbell to ring and then staff can let parents/guardians in. Awesome! Thank you! We're excited. This will be a good additional feature for that center. We have been working on this for several months.

13. Community Report – Policy Council Representatives

Policy Council clarified the information that can be shared during this portion of the meeting. This is for Policy Council to share anything going on in the community they are aware of. It can be activities or any resource in your communities. Information was emailed to Policy Council for upcoming activities in the Cache Valley area. It included a Neighborhood Christmas Story Street in Providence, Holiday Sleigh Rides on the Farm at the American West Heritage Center, Zootah Zoolights at the Willow Park Zoo, a free Street Hockey Clinic at the Logan Community Recreation Center and the Laub Plaza Ice Skating Holiday Hours. Policy Council was asked if they were aware of any other activities. No other activities were shared.

14. Parent Committee Meeting Report – Policy Council Representatives

Parent Committee Meetings will resume in January as this month is such a short month. Family Advocates should be getting the invites to everyone. Policy Council asked how often these meetings happen. We have been holding these meetings monthly and virtually because that was the preference of most families when they were asked at the beginning of the year. The English speaking Parent Committee Meetings are held at 10:00am and 7:00pm. The Spanish speaking Parent Committee Meetings are held at 6:00pm. We had some in-person Parent Committee Meetings at the beginning of the year for the whole family to attend. That meeting was when everyone was told about Policy Council and elections were held. In the summer months, we will have in-person Parent Committee Meetings about literacy. If you haven't heard about these meetings, reach out to your Family Advocate.

15. Calendar Review – Terrah Smith

- Monday, December 23 through Friday, January 3: Winter Break – All Staff Off
- Monday, January 6: Services resume
- Wednesday, January 8: Early Head Start Homebased Socializations: Preston area at the Larsen-Sant Library from 10:00am-12:00pm; Tremonton & Brigham area at the Tremonton Center from 3:30-5:30pm; Cache & Logan area at the Logan Center from 4:00-6:00pm
- Thursday, January 9: Early Head Start Homebased Socializations: Soda Springs area at the Soda Springs Library from 10:00am-12:00pm; Malad area at the Malad Center from 1:00-3:00pm
- Tuesday, January 14: Budget Committee Meeting at 10:00am (Policy Council Treasurer to

attend)

- Thursday, January 16: Policy Council at 7:00pm
- Monday, January 20: Martin Luther King Jr. Day – All Staff Off
- Tuesday, January 28: Board Meeting at 5:00pm (Policy Council Chairperson to attend)
- Tuesday, January 28: Spanish Virtual Parent Committee Meeting at 6:00pm
- Wednesday, January 29: English Virtual Parent Committee Meetings at 10:00am & 7:00pm

16. Vote to adjourn the December 19, 2024 Policy Council Meeting – Cassidy Macoubrie

With no other business to conduct, the December 19, 2024 Policy Council Meeting was adjourned at 7:43pm.

Motion to adjourn the December 19, 2024 Policy Council Meeting

Motion: Justin Nuñez	Seconded: Festus Odunuga	Approved: Yes
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