



## Policy Council Report

June 6, 2024 Interim Policy Council Meeting Report

1. The hire request of Paula Smith as the PHS Smithfield Teacher Assistant was approved.
2. The hire request of Elizabeth Rivera as the PHS Smithfield Classroom Assistant was approved.
3. The hire request of Melody Moller as the PHS Hyde Park Imagine Extended Day Teacher Assistant was approved.
4. The hire request of Rachel Johnson as an EHS Family Educator was approved.
5. The hire request of Laura Perry as a Disability Aide was approved.
6. The hire request of Chantha Meyerhoffer as a PHS Logan Create Part-Day Teacher Assistant was approved.

\*If you would like to view the full meeting minutes, go to [www.brheadstart.org](http://www.brheadstart.org) > About Us > Agency Information > Policy Council Reports & Meeting Minutes Archive > Policy Council Reports & Meeting Minutes September 2023 to August 2024



## Policy Council Report

June 20, 2024 Policy Council Meeting Report

1. The hire request of Elizabeth Rivera as an EHS Nest/Koop Infant/Toddler Teacher was approved.
2. The hire request of Faith Maldonado as the PHS Smithfield Teacher was approved.
3. The following Bear River Head Start Health Policies & Procedures were approved:
  - Exclusion Policy
  - Infection Control Policy
  - Immunization Policy/Procedure
  - Emergency Plan
4. The End-of Year Centerbased Child Development Outcomes were approved.
5. The End-of Year Homebased Child Development Outcomes were approved.
6. The End-of-Year Family Development Outcomes were approved.
7. The Bear River Head Start Child Abuse & Neglect Policy was approved.
8. The Bear River Head Start Fiscal Procedure - Critical Fiscal Issues was approved.

9. The Bear River Head Start Timesheet Random Audit Procedure was approved.
10. The One-time Funding Request for Hyrum Classroom Outdoor Improvements was approved.
11. The Policy Council Composition was approved.
12. The May 16, 2024 Policy Council Meeting Minutes were approved.
13. The June 6, 2024 Interim Policy Council Meeting Minutes were approved.
14. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
15. Mental Health Team Updates were received.
16. Program Performance Report:
  - Each area of the program is meeting all of their milestones; we're doing really well
  - Coordinators are in the middle of gathering all of their data for the PIR (Program Information Report) which will come to Policy Council in a couple of months
17. Budget Committee/Fiscal Report:
  - 2024-2025 Fiscal Year is approximately 33% complete as of May 31
  - TANF grant year will end on the 30th of June and has been fully expended
    - The contract for next year has been renewed with a modest increase in funding expected
  - CACFP renewal process with Utah and Idaho for the 2024-2025 service year has been completed
  - Annual Fiscal Audit is scheduled for July 2024 and includes the audit of ERSEA eligibility requirements
    - The audit will be presented at the September Board Meeting
    - A copy will be sent to Policy Council as information only once it becomes available
  - A one-time funding request will be submitted for the amount of \$37,575 to improve the access point for the north door of the Hyrum classroom
    - Funding will be used to add an ADA ramp, awning, concrete sidewalk and fencing for the north exit/entrance into the Centerbased classroom
18. Director's Report:
  - Our old Toyota Tacoma was stolen from our Logan classroom. It was found in Box Elder County, in Corrine and towed to a tow yard who then sent us a bill. We have been working with the different police departments in Brigham City, Box Elder County and Logan City in Cache County. We want to keep that truck for when we need to haul something. We will bring it back to Logan after a couple of things are fixed. Security systems are being increased at all of our centers. If we can find out more about the person who stole the truck, we will press charges.
  - Our Richmond Classroom lease is ready to be renewed. We've had a really good deal on rent up to this point. The city likes to rent out the gym area in that space for parties or weddings, etc. Sarah has been in negotiations with Richmond City. The City Council and Mayor don't want to completely give up the space and not be able to rent it out on weekends. The best deal we're going to get at this point is \$1600 a month in rent which includes the utilities we use for that classroom space. If they have the opportunity to rent out the gym area on weekends, they will. We will sign the lease but moving forward, will be looking for an alternative location for a classroom in the Richmond/Lewiston/Cove area.

- We've got one classroom in Preston but will have two classes coming through that classroom each day. Our teacher is going to teach both the morning and afternoon sessions.
19. Board Report:
- Lucas Martin participated as a new Board Member
  - Board approved the 2024 COLA for 2.35% and reviewed the Program Workplans
20. Policy Council Concerns & Other Discussion Items:
- No questions were asked or items discussed
21. Community Report:
- Saturday Mornings: Cache Valley Gardener's Market in downtown Logan (199 North Main Street) from May 11-October 19
  - Saturday Mornings: Cache Valley Kids Market located at both Elk Ridge Park (1190 East 2500 North, North Logan) and the Hyrum City Baseball Fields (800 East Main Street, Hyrum) from 9:00am-12:00pm; A Farmer's Market Run by Kids!
  - Wednesdays: Center Street Market Days on Historic Center Street in downtown Logan from 10:00am-3:00pm from June 5-August 7
  - Every other Wednesday Night: Preston Idaho Farmer's Market at the City Park from 5:00-8:00pm from June 5-October 23; the next one will be on July 3.
  - Wednesdays through August 21 & Saturday August 31: "alive AFTER 5" free Community Concert Series from 6:30-8:00pm at the Carol and Jim Laub Plaza (55 North Main, Logan); bring your own chair!
  - New Free Splash Pad: Open Memorial Day through Labor Day at the Carol and Jim Laub Plaza (55 North Main, Logan); closes half an hour before Evening Special Events
22. Parent Committee Meeting Report:
- No Parent Committee Meetings during the summer
  - Information will be shared with enrolled families about events scheduled for the new service year
23. Calendar Review:
- Thursday, July 4 & Friday, July 5: Independence Day Holiday; all staff off both days
  - Tuesday, July 16: Budget Committee Meeting at 10:00am for our Policy Council Treasurer to attend
  - Thursday, July 18: Policy Council Meeting at 7:00pm
  - Wednesday, July 24: Pioneer Day Holiday; all staff off
  - Please help us recruit! Spread the word to family, friends and anyone you think might be interested. We are accepting applications right now to enroll kids for next year. Share fliers and direct people to the [brheadstart.org](http://brheadstart.org) website to apply online. You can also share our page on Facebook and other social media!
    - We need extra help recruiting for our part-day classrooms located in Paris, Idaho, Tremonton and Richmond, Utah and our Hyde Park, Utah Center which offers both part-day and full-day classroom options.

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