



Policy Council Report

August 26, 2024 Interim Policy Council Meeting Report

1. The hire request of Whitney Cromwell as the PHS Preston AM Teacher was approved.
2. The hire request of Ceceila Mendiola as an ERSEA Assistant was approved.
3. The hire request of Bailee Barber as the PHS Malad Classroom Assistant was approved.

*If you would like to view the full meeting minutes, go to 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

September 9, 2024 Interim Policy Council Meeting Report

1. The hire request of Emily Griffiths as a PHS on-call Teacher was approved.
2. The hire request of Ashley Doolin as the PHS Smithfield Classroom Assistant was approved.
3. The hire request of Kaylee McKinnon as the PHS Logan Center Teacher Assistant was approved.
4. The hire request of Nicole Beutler as a PHS Teacher Assistant (Paid Internship) was approved.

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Policy Council Report

September 19, 2024 Policy Council Meeting Report

1. The hire request of Erika Hoge as the PHS Paris Classroom Assistant was approved.
2. The hire request of Ariana Torres-Mejia as an ERSEA Assistant was approved.
3. The transfer request of Abigail Gingles from Social Emotional Coach to On-Call Disability Aide was approved.
4. The transfer request of Andrea Trujillo-Gonzalez from PHS Child Development Assistant to PHS Richmond Teacher was approved.
5. The Addendum to the ERSEA – Recruitment & Enrollment Policy was approved.
6. The Bear River Head Start Program Improvement Report was approved 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
7. The August 15, 2024 Policy Council Meeting Minutes were approved.
8. The August 26, 2024 Interim Policy Council Meeting Minutes were approved.
9. The September 9, 2024 Interim Policy Council Meeting Minutes were approved.
10. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
11. Fiscal & Grant Training was received.
12. Program Performance Report:
 - First report for the new school year
 - Meeting all milestones
 - A lot of deadlines we must meet at the beginning of each year, especially for medical, dental and mental health. Policy Council can help by getting appointments taken care of for their kids and reminding parents that medical, dental and mental health are a big part of what we are required to do with our grant. Making sure families have medical homes and getting appointments as needs come up is part of that.
13. Budget Committee/Fiscal Report:
 - 2024-2025 Fiscal Year is approximately 58% complete as of August 31
 - Staff reminded to see the Fiscal Office with any budget questions and signed job descriptions are due by September 30
 - Waiting to hear that the 2023-2024 Head Start grant has been officially closed out and have started the application for the 2025-2026 grant year

- Auditors came on site on July 22 to perform audit test work; everything went well. They are still requesting some documentation as they perform their audit procedures and finish up. The audit will be presented at the October Board Meeting and a copy will be sent to Policy Council as information only. This includes the audit of ERSEA eligibility requirements.
- U.S. Bank has sent information and options for the P-Card system; can move forward after options vetted
- Working on getting out mid-year budgets to Coordinators

14. Director's Report:

- Active supervision is extremely important for everything we do. We had an incident in one of our Tremonton classrooms. Policy Council was sent the incident report which was also turned in to the Office of Head Start. Sarah contacted Anne, our Regional Office Specialist, and let her know what happened. A Teacher Assistant was stationed at the Tremonton classroom door and one child went out the door, following another parent and their child. We cannot ever let a child out the door unattended or without their legal guardian. When something like this happens, it must be reported immediately. This incident was not reported right away. When we found out about it, we took the proper steps, investigated, and the incident report was made and submitted. The parents of the child were spoken with. The staff member involved in this incident resigned. The number one thing in our program is that every child deserves to come to a classroom where it is safe, where they are protected and feel loved, and that they can learn and be with their friends and have a fabulous, reassuring, loving experience. We are committed to making sure this happens. When it comes down to it, the children have to come first. If there is a report that has to go to the Regional Office and the Office of Head Start, Board and Policy Council will also be made aware of it.

15. Board Report:

- Our legal counsel, Gary Anderson, provided his annual legal training for Board Members.
- Board and Policy Council discuss the same things at their meetings each month to make sure that both governing bodies are aware of what's happening for the program.

16. Policy Council Concerns & Other Discussion Items:

- Nothing brought up for discussion

17. Community Report:

- Saturday, September 28: Center Street Giant Pumpkin Festival on Center Street in Logan from 11am-7pm; free kids' activities, local vendors, food trucks, giant pumpkin weigh off, giant family scavenger hunt, movies, dancing, food, pie eating contest, etc.
- Friday-Sunday, October 11-13: October Rock & Gem Show at the Cache County Fairgrounds Event Center (450 S. 500 W., Logan); Friday and Saturday 10am-6pm & Sunday 10am-5pm; Adults \$3, Family \$10, children under 12 free; rocks, minerals, fossils, jewelry, displays, educational exhibits, children's activities, etc.
- Thursday-Saturday, October 10-12 and Monday & Tuesday, October 14 & 15: North Logan Pumpkin Walk at Elk Ridge Park (1150 E. 2500 N., North Logan) from 10:00am-10:00pm; This is a free event

18. Parent Committee Meeting (PCM) Report:

- Advocates are giving out invitations for the first Parent Committee Meetings (PCM's) of the year, called Family Fun Nights, going on this month and next.

19. Calendar Review:

- Tuesday, October 1: Brigham Family Fun Night PCM from 5:30-7:00pm

- Thursday & Friday, October 3 & 4: Preston Fall Break
- Tuesday, October 8: Budget Committee Meeting at 10:00am
- Tuesday, October 8: Paris Family Fun Night PCM from 5:30-6:30pm; Tremonton Family Fun Night PCM from 5:30-7:30pm
- Thursday & Friday, October 10 & 11: Paris Fall Break
- Thursday, October 10: Malad Family Fun Night PCM from 5:30-7:30pm
- Thursday, October 10: Policy Council Meeting at 7:00pm; Due to Logan, Cache & Malad Fall Break on October 17-18, Policy Council will be held early in October.
- Friday, October 11 & Monday, October 14: Box Elder Fall Break
- Thursday & Friday, October 17 & 18: Logan, Cache, Malad Fall Break
- Tuesday, October 22: Board Meeting at 5:00pm

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