



## Policy Council Report

October 28, 2024 Interim Policy Council Meeting Report

1. The hire request of Banafsheh Nouraie as the EHS Pond Part-Time Infant/Toddler Teacher Assistant was approved.
2. The hire request of Belle Hansen as the PHS Smithfield Classroom Assistant was approved.
3. The transfer request of Lynette Smith from PHS Brigham Part-Day Teacher to PHS Child Development Assistant for all areas was approved.
4. The Report to the Public 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 2024 to August 2025



## Policy Council Report

November 14, 2024 Interim Policy Council Meeting Report

1. The hire request of Carrie Spencer as an EHS Nest/Koop Infant/Toddler Teacher Assistant was approved.
2. The hire request of Madisen Lloyd as a PHS Hyde Park Extended-Day Teacher was approved.
3. The hire request of Danielle Samoska as the PHS Part-Day Brigham City Teacher was approved.
4. The hire request of Ashley Thayn as a PHS On-Call Teacher Assistant for all areas was approved.
5. The hire request of Taylee Tanner as the PHS Tremonton Cubs Teacher Assistant was approved.
6. The hire request of Paige Uhlhorn as an EHS On-Call Infant/Toddler Teacher Assistant was approved.
7. The hire request of Shelby Ward as the PHS Extended-Day Tremonton Aide was approved.

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# Policy Council Report

November 21, 2024 Policy Council Meeting Report

1. Policy Council Meeting and In-kind Training was received.
2. The hire request of Niya Hawker as a PHS Logan Teacher Assistant was approved.
3. The hire request of Ava Fretz as a CACFP Assistant was approved.
4. The hire request of Azalea Gardner as the PHS Brigham Extended-Day Aide was approved.
5. The transfer request of Madison Kauffman-Smith from PHS Logan Teacher Assistant to PHS Extended-Day Logan Teacher was approved.
6. Justin Nuñez was approved as a 2024-2025 Policy Council Community Representative.
7. Josie Smith was elected as the 2024-2025 Policy Council Chairperson.
8. Cassidy Macoubrie was elected as the 2024-2025 Policy Council Vice Chairperson.
9. Karli Leonardi was elected as the 2024-2025 Policy Council Secretary.
10. Zach Johnson was elected as the 2024-2025 Policy Council Treasurer.
11. Janeth Ocampo was elected as the 2024-2025 Policy Council Utah Health Service Advisory Committee Member.
12. Zach Johnson was elected as the 2024-2025 Policy Council Idaho Health Service Advisory Committee Member.
13. 7:00pm was approved as the 2024-2025 Policy Council Meeting Time.
14. Virtual via Dialpad Meetings was approved as the 2024-2025 Policy Council Meeting Location.
15. 8:00pm was approved as the 2024-2025 Policy Council Interim Meeting Time.
16. The October 10, 2024 Policy Council Meeting Minutes were approved.
17. The October 28, 2024 Interim Policy Council Meeting Minutes were approved.
18. The November 14, 2024 Interim Policy Council Meeting Minutes were approved.
19. Holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
20. CACFP Civil Rights Training was received.
21. Approval of the Audited Financial Statements falls under Board responsibility and was reviewed as information only for Policy Council.
22. Program Performance Report:
  - This report is given to Policy Council every month to review and be aware
  - ReNae Torbenson, the Homebased Coordinator, gathers the data for this report through ChildPlus
  - The report shows the status of every deadline or requirement outlined in the Head Start Program Performance Standards that we must meet
  - Typically we are meeting all of our deadlines, hitting all of our milestones and not out of compliance on anything
23. Budget Committee/Fiscal Report:
  - We have a monthly Budget Committee Meeting to discuss questions about the funding, budgets and anything we need to readjust regarding that
  - Andy Hernandez, our Fiscal Officer, attends and conducts these meetings which are held by phone

- The Coordinators asked a lot of questions about their budgets, training funds and exactly where we are with our funding this month
- We start closing everything out for our budget year during this time each year so everyone gets into the nitty gritty details of the budgets
- Usually the budget meetings don't last very long. It was longer this month; about 40 minutes
- A reminder email and the agenda for each month's Budget Committee Meeting will be sent to the Policy Council Treasurer who will attend those meetings. The Treasurer will share the main highlights from Budget Committee Meeting during each month's Policy Council Meeting
- Staff will support the Treasurer with giving this report as needed
- If the Treasurer cannot attend a Budget Committee Meeting, staff will give the Budget Committee Report for Policy Council those months

24. Director's Report:

- Every month Sarah gives a Director's Report
- There can be a lot of reporting and/or documents to discuss some months
- Sarah provides explanations and training to help Policy Council become familiar with the reporting process for each item brought for review and approval
- This month the Director's Report was light because this is the time of year where we're finishing up one budget year and getting ready to start another. During the early fall months next year, there will be a lot of reports and documents to review as we're preparing to start a new service year.
- Sarah took the opportunity to tell Amy thank you and that we've loved having her be the Policy Council Chairperson this past year. Amy has enjoyed being the Chairperson; it has been fun.

25. Board Report:

- Board and Policy Council Reports are almost the same each month. We review the same materials at both bodies' meetings. Both may not vote on the same items but we want both groups to be fully aware of what is happening in the program.
- Board does not approve the new employees for hire and staff transfers. That is the responsibility of Policy Council.
- We discussed the same items at Board last month as we did at Policy Council
- We have Board Meeting next week and will discuss many of the same things as we have tonight

26. Policy Council Concerns & Other Discussion Items:

- No items brought up for discussion

27. Community Report:

- For information regarding Sub for Santa go to [applicants.subforsanta.org](http://applicants.subforsanta.org).
- Saturday, November 30: Center Street Winter Marker/Holiday Celebration (Center Street in downtown Logan, UT) starting at 12pm; dazzling light displays, live music performances, holiday treats from local vendors, free movies held at the Utah Theater; go to <https://andersonseedandgarden.com/pages/holiday> for more information.
- Every Thursday, Friday & Saturday in December: Zoolights at Zootah (419 W. 700 S. Logan, UT) from 4:30-8pm; Adults-\$10, Kids-\$7.50; free cocoa and cookies, dazzling light displays and animal encounters; Santa Saturdays on December 7, 14 & 21

28. Parent Committee Meeting Report:

- Parent Committee Meetings have been held virtually. If you haven't heard or seen the calendar for those, your Family Advocate should be sharing that information with you.
- We review parenting skills from the Conscious Discipline Parenting Curriculum during Parent Committee Meetings

29. Calendar Review:

- Tuesday, November 26: Board Meeting at 5:00pm for our new Chairperson to attend; Terrah will share information with Josie for this meeting
- Wednesday, November 27-Friday, November 29: All Services Closed for Thanksgiving Holiday Break
- Wednesday, December 4: 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 and Logan area at the Logan Center from 4:00-6:00pm
- Thursday, December 5: 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
- Friday, December 6: All Early Head Start Centers closed
- Tuesday, December 17: Budget Committee Meeting at 10:00am for Policy Council Treasurer to attend; Terrah will share information with Zach for this meeting
- Thursday, December 19: Policy Council Meeting at 7:00pm
- Monday, December 23-Friday, January 3: All services closed for Winter Break
- Monday, January 6: All services will resume

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