



Policy Council Report

December 3, 2024 Interim Policy Council Meeting Report

1. The vote to terminate an employee 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 2024 to August 2025



Policy Council Report

December 19, 2024 Policy Council Meeting Report

1. The transfer request of Liz Lyon from PHS Hyde Park Teacher Assistant to PHS Hyde Park Imagine Extended-Day Teacher was approved.
2. The 2024-2025 Bear River Head Start Policy Council Goals were approved.
3. The November 21, 2024 Policy Council Meeting Minutes were approved.
4. The December 3, 2024 Interim Policy Council Minutes were approved.
5. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
6. Robert's Rules of Order Training was received.
7. Approval of the 990 Informational Tax Return falls under Board responsibility and was listed as information only for Policy Council.
8. Program Performance Report:
 - This report shows program status and is sent to Board & Policy Council
 - Sarah will share information on it every month
 - The Coordinators enter their data into ChildPlus, our online data tracking system, and ReNae Torbenson, our Homebased Coordinator, compiles this report
 - Implemented this report two years ago following a suggestion during an on-site review
9. Budget Committee/Fiscal Report:
 - Fiscal Year ends January 31, 2025 and is just a little over 85% complete
 - All parents need to submit their in-kind time in In-kindPro in a timely manner and staff will validate submissions

- Open enrollment process for employee benefits is in progress
- At the beginning of the closing process for the 2024-25 grant year
- Filed the 990 tax return that was due on December 15
- Spend down was calculated and the Coordinators are aware of the remaining amount to be spent for the grant

10. Director's Report:

- Staff attended a holiday luncheon and were appreciative of the gift cards
- Will be starting a virtual Focus Area 1 Review on January 27. Our grant follows a five-year cycle. Twice during that cycle we have virtual reviews and one on-site review at the very end of the cycle. The virtual review involves people off site looking at records we upload to make sure we're following the guidelines and Program Performance Standards. 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 the reviewers would like it or they have suggestions, they will tell the grantee. Our process is to be prepared for reviews ahead of time. We will report to Policy Council how the virtual review goes.

11. Board Report:

- Board does not meet in December
- During their November meeting, they covered the same things as Policy Council
- Discussed a bit about different staff issues going on. We'll 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 asked if attendance is related to our funding. 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. 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. 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.
- Policy Council shared a concern about the Logan Head Start Center. Anyone can enter the building at any time unlike 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 doors will be locked. There will be a doorbell to ring and then staff can let parents/guardians in. This will be a good additional feature for that center. We have been working on this for several months.

13. Community Report:

- This agenda item 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 and shared with all families 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.

14. Parent Committee Meeting Report:

- Parent Committee Meetings will resume in January
- Family Advocates should be getting the invites to everyone. If you haven't heard about these meetings, reach out to them.
- These meetings are held monthly
- English speaking Parent Committee Meetings are held at 10:00am and 7:00pm
- Spanish speaking Parent Committee Meetings are held at 6:00pm
- Some Parent Committee Meetings at the beginning of the year were held in-person for the whole family to attend. Those meetings included elections for Policy Council.
- In the summer months, we will have in-person Parent Committee Meetings about literacy

15. Calendar Review:

- 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

*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 2024 to August 2025