



Policy Council Report

January 16, 2025 Policy Council Meeting Report

1. The hire request of Bethany Nash as a PHS Logan Teacher Assistant was approved.
2. The hire request of Cindy Kunzler as an EHS Nest/Koop Infant/Toddler Teacher was approved.
3. The hire request of Kiralyn Olsen as the PHS Hyde Park Soar Extended-Day Aide was approved.
4. The hire request of Neftali Del Mazo as a PHS Logan Teacher Assistant was approved.
5. The hire request of Shyler Nixon as a PHS Extended-Day Aide was approved.
6. The transfer request of Sydni Rogers from the PHS Richmond Classroom Assistant to PHS Hyde Park Discover Teacher Assistant was approved.
7. The transfer request of Kirsha Pearce from an EHS Pond Infant/Toddler Teacher Assistant to an EHS Pond Infant/Toddler Teacher was approved.
8. The Bear River Head Start Board and Policy Council Code of Conduct was approved.
9. The December 19, 2024 Policy Council Meeting Minutes were approved.
10. Holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
11. Suspension and Expulsion Training (Head Start Program Performance Standard 1302.17) was received.
12. Program Performance Report:
 - Developed by pulling data directly off ChildPlus
 - Formatted to be a clear and easy read
 - We are required by Performance Standards to let Board and Policy Council know the status of our program on an ongoing basis, both good and bad
 - Included in the packets each month to discuss and answer any questions from Policy Council or Board
 - Our job is to ensure both Policy Council and Board know in full transparency if we ever do not meet a compliance milestone or deadline
 - Meeting all requirements this month
13. Budget Committee/Fiscal Report:
 - Discussed how the fiscal team wants to see the break down between Utah and Idaho time on time sheets, particularly for CACFP which is the child food program
 - Discussed how the fiscal team wants to see the break down between Early Head Start and Preschool Head Start time on time sheets and if it is still necessary
 - Talked about closing out the grant; the end of our Fiscal Year is coming up at the end of the month. We have to make sure all the bills are in, we won't have any come in late and that we spend down the funding to the penny
14. Director's Report:
 - Our Fiscal Officer & Administrative Assistant will receive Training and Technical Assistance (T&TA) on the Head Start Enterprise System that is used to submit program documents, grants etc. to the Office of Head Start and Regional Office
 - Management Staff will receive T&TA on allowable and non-allowable costs
 - The T&TA trainer will help us implement the use of purchase cards to update our purchasing processes

- A virtual Fiscal Area 1 Review is scheduled for January 27th with Carla McQueen. She will review all of our documents to make sure we're doing everything correctly and have the appropriate policies and procedures in place. It should go well.
15. Board Report:
- No Board Meeting in December; they received a packet of information which included the same reports Policy Council received.
16. Policy Council Concerns & Other Discussion Items:
- No concerns or discussion items were shared
17. Community Report:
- Wednesday, January 15: Threads of Heritage put on by the Cache Refugee and Immigrant Connection at 6:00pm at the B-Tech West Campus (1410 N. 1000 W. Logan)
 - Thursdays, January 16-February 6: Strengthening the Couple Relationship Course put on by The Family Place from 6:00-7:30pm at the First Presbyterian Church (178 W. Center St. Logan)
 - Saturday, January 18: Little Lambs recertification in Logan; other community resources will be available
 - Saturday, February 8: Prince and Princess Party put on by The Family Place from 10:00am-12:00pm and 1:00-3:00pm at the Castle Manor in Hyde Park; tickets are \$25 and include 1 adult and 1 child
 - Saturday, March 15: Free Community Health Fair (Teddy Bear Clinic) put on by the Cache Interagency Family Coalition from 11:00am-1:00pm at Hansen Sports Complex (220 E. 2850 N. Logan). Children can dress up like doctors and bring their own stuffed animal to receive health checkups at each booth. Local agencies will share information about the resources they provide.
18. Parent Committee Meeting Report:
- The next scheduled Parent Committee Meetings for January are on:
 - Tuesday, January 28: Spanish Parent Committee Meeting held virtually at 6:00pm
 - Wednesday, January 29: English Parent Committee Meetings held virtually at 10:00am & 7:00pm.
19. Calendar Review:
- Wednesday, February 5: Early Head Start Homebased Socializations: Preston area at the Larsen-Sant Library from 10:00am-12:00pm; Tremonton & Brigham City area at the Tremonton Center from 3:30-5:30pm; Cache & Logan area at the Logan Center from 4:00-6:00pm
 - Thursday, February 6: 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
 - Wednesday, February 12: Early Head Start Homebased Socializations: Preston area at the Larsen-Sant Library from 10:00am-12:00pm; Tremonton & Brigham City area at the Tremonton Center from 3:30-5:30pm; Cache & Logan area at the Logan Center from 4:00-6:00pm
 - Thursday, February 13: 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
 - Monday, February 17: President's Day – ALL STAFF OFF

- Tuesday, February 18: Budget Committee Meeting at 10:00am (Policy Council Treasurer to attend)
- Thursday, February 20: Combined Policy Council & Board Meeting at 7:00pm
- Tuesday, February 25: Spanish Virtual Parent Committee Meeting at 6:00pm
- Wednesday, February 26: 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