



# Policy Council Report

February 20, 2025 Policy Council Meeting Report

1. The hire request of Grace Hutchinson as a PHS Teacher Assistant (Paid Internship Position) was approved.
2. The hire request of Faith Croshaw as an EHS Teacher Assistant (Paid Internship Position) was approved.
3. The transfer request of Yvonne Carranza from On-Call Teacher Assistant to PHS Hyde Park Nutrition Aide was approved.
4. The Bear River Head Start ERSEA – Recruitment & Enrollment Policy was approved.
5. The Bear River Head Start Impasse Policy was approved.
6. The January 16, 2025 Policy Council Meeting Minutes were approved.
7. Holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed was approved.
8. Approve the Audit Engagement Letter from Rudd & Co. for 2023-24 audit services. This includes audit of both financial and eligibility requirements. This falls under Board responsibility and was shared as information only for Policy Council
9. Josie Smith volunteered to attend UHSA quarterly meetings as a parent from our program.
10. Active Supervision Assessment Updates were received.
11. Program Performance Report:
  - Hitting all of our milestones and are not behind in anything
  - Just had our Focus Area 1 (FA1) Review and made sure to be up-to-date as we prepared for that
12. Budget Committee/Fiscal Report:
  - Budget Committee meets each month on the Tuesday prior to Policy Council
  - We are closing down the Fiscal Year that ended 1/31/25. We leave the month of January open a bit longer in our system to make accruals and final adjustments in preparation for the audit coming up.
  - We are looking to have all budget reports to the Coordinators by early March.
  - We renewed our insurance coverage and increased some of our in-kind rates including the mileage rate to be in lock step with the federal government IRS reimbursement rate.
  - Financial statements were sent to Policy Council and Board in the Fiscal Report
  - Gusto got W2's out to staff last month
  - We're in process of sending out 1099's to all of our vendors
  - Any time we get correspondence from the Office of Head Start, which includes official guidance, reports or notices, they are included in the Fiscal Report.
  - Our FA1 Review was performed last month remotely by someone from the Office of Head Start and we passed
  - We will provide requested information to the Office of Head Start regarding the filing of required federal reports. They were filed, just late.

- Updates on prior month enrollment numbers and CACFP report numbers were included in the Fiscal Report. For the rest of February and into March we will continue closing last year's grant and work on some CACFP Quarterly Reports.

13. Director's Report:

- We need to increase the Early Head Start Teachers' salaries. There is no additional funding right now. There are 20 Early Head Start Teachers so this will take a significant amount of money. One of the ways to pay for this is using the funding from 10 of the Homebased children slots up in the rural part of Idaho as well as the salary from one Homebased Family Educator. We've had an Educator resign that was in the southeastern Idaho area and we haven't been able to fill the slots there. However, now is not the best time to do this with all of the recent changes. We will possibly address this in the summer.

14. Board Report:

- Reviewed and voted to approve the Board Member Job Description, Board & Policy Council Code of Conduct and November 2024 Board Meeting Minutes
- Discussed and reviewed information shared during the Suspension & Expulsion Training and the annual salary review for our Director

15. Policy Council Concerns & Other Discussion Items:

- No items discussed

16. Community Report:

- Friday, February 21: Friday Night Out put on by The Family Place from 5:30-7:30pm at the Cache Valley Bible Fellowship Church (1488 N. 200 W. Logan). You must register ahead of time. It is a free event and a class is provided for the kids while the parents attend. These are put on monthly.

17. Parent Committee Meeting Report:

- What is the purpose of the Parent Committee Meetings? We follow the Head Start Program Performance Standards and the Office of Head Start has asked us to hold parent meetings. We want Head Start to be parent driven and to have a lot of cross communication. Not everyone serves on Policy Council, but every parent in the program is part of a Parent Committee. We hold these meetings virtually. The PCM is first with a Conscious Discipline Workshop Training afterwards. Two different events occur on the same night because it flows better with attendance. The Parent Committee Meeting is to make parents in the program aware of what occurred during Policy Council which is reviewed during the Policy Council Report. There is also a Parent Committee Report that is sent out in the newsletters. The purpose of these forms of communication is to keep people informed, let them know about activities going on, what has been approved and what's happening in our program. The Family Advocates will follow up with their families and share more about what these meetings entail. Policy Council shared that keeping it simple is good but adding more interaction to these meetings would help. We will follow through on implementing this feedback and report back at the next Policy Council Meeting.
- Our Next Parent Committee Meetings are scheduled for:
  - Tuesday, February 25: Spanish speaking virtual PCM @ 6:00pm
  - Wednesday, February 26: English speaking virtual PCM's @10:00am & 7:00pm

18. Calendar Review:

- Wednesday, March 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, March 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
- Thursday, March 13: Early Head Start Homebased Socializations: Soda Springs area at the Soda Springs Library from 10:00am-12:00pm
- Tuesday, March 18: Budget Committee Meeting at 10:00am (Policy Council Treasurer to attend)
- Tuesday, March 18: Spanish Virtual Parent Committee Meeting at 6:00pm
- Wednesday, March 19: 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
- Wednesday, March 19: English Virtual Parent Committee Meetings at 10:00am & 7:00pm
- Thursday, March 20: Early Head Start Homebased Socialization: Malad area at the Malad Center from 1:00-3:00pm
- Thursday, March 20: Policy Council at 7:00pm
- Monday, March 24-Friday, March 28: Malad & Preston Spring Break
- Tuesday, March 25: Board Meeting at 5:00pm (Policy Council Chairperson to attend)
- Monday, March 31-Friday, April 4: Cache, Logan, Box Elder & Paris Spring Break

\*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