



Policy Council Report

March 20, 2025 Policy Council Meeting Report

1. The hire request of Lindsey Bingham as an EHS Nest/Koop Infant/Toddler Teacher Assistant was approved.
2. The hire request of Mackayla Maness as a PHS Logan Nutrition Aide was approved.
3. The hire request of Cambria Stevenson as a PHS Logan Extended Day Aide was approved.
4. The hire request of Natalie Levi as an EHS Pond Infant/Toddler Teacher was approved.
5. The transfer request of Paula Smith from PHS Disability Aide to PHS Smithfield Classroom Assistant was approved.
6. The Mid-Year Homebased Child Development Outcomes were approved.
7. The Mid-Year Centerbased Child Development Outcomes were approved.
8. The Mid-Year Family Development Outcomes were approved.
9. The Bear River Head Start Organizational Charts were approved.
10. The February 20, 2025 Policy Council Meeting Minutes were approved.
11. Holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed was approved.
12. Mental Health Team Updates were received.
13. Approval of the 2025 annual contract with Jones Simkins to provide certain Fiscal Officer consulting services and provide oversight responsibilities falls under Board responsibility and was discussed as information only for Policy Council.
14. Approval of the 2024-2025 SEP distribution of up to 15% of wages for eligible staff falls under Board responsibility and was discussed as information only for Policy Council. Estimated SEP for 2024 - 2025 fiscal year is 7.5% - 9%. The actual number is dependent upon the completion of the annual financial audit currently scheduled for May 2025.
15. Program Performance Report:
 - Bear River Head Start is a mandatory reporting agency. Whenever subpoenaed by the police or DCFS, we must cooperate in the investigation.
 - Additional time is being focused on working individually with each child on their child goals during free time at our centers
 - We're working on enrollment for next year. If anyone knows of someone that would benefit from our program, please refer them.
 - An employee exited before they completed their 90-day introductory period. This was not a termination but employment was not extended past the 90 days.
 - You guys are awesome. We have great Policy Council people and we love our parents.
16. Budget Committee/Fiscal Report:
 - Discussed budgets and any questions
 - Fiscal Officer & Administrative Assistant received training on our Head Start Enterprise System that allows us to communicate with our Regional Office and the Office of Head Start
 - Federal employees which include the staff at the Regional Office and the Office of Head Start have been asked to return to their offices
 - Discussed the SEP Distribution

17. Director's Report:

- Nothing further to report

18. Board Report:

- Board joined the Policy Council Meeting last month. This happens every year in February.

19. Policy Council Concerns & Other Discussion Items:

- No items were brought up for discussion

20. Community Report:

- Nothing was shared during the Community Report

21. Parent Committee Meeting Report:

- Nothing reported during this agenda item

22. Calendar Review:

- Monday, March 24-Friday, March 28: Preston & Malad Spring Break
- Monday, March 31-Friday, April 4: Cache, Logan, Box Elder & Paris Spring Break
- Wednesday, April 2: Early Head Start Homebased Socialization for the Preston area at the Larsen-Sant Library from 10:00am-12:00pm
- Thursday, April 3: Early Head Start Homebased Socialization for the Soda Springs area at the Soda Springs Library from 10:00am-12:00pm
- Wednesday, April 9: Early Head Start Homebased Socializations: 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, April 10: Early Head Start Homebased Socialization for the Malad area at the Malad Center from 1:00-3:00pm
- Tuesday, April 15: Budget Committee Meeting at 10:00am (Policy Council Treasurer attends)
- Tuesday, April 15: Spanish Virtual Parent Committee Meeting at 6:00pm
- Wednesday, April 16: Early Head Start Homebased Socialization for the Preston area at the Larsen-Sant Library from 10:00am-12:00pm
- Wednesday, April 16: English Virtual Parent Committee Meetings at 10:00am & 7:00pm
- Thursday, April 17: Early Head Start Homebased Socialization for the Soda Springs area at the Soda Springs Library from 10:00am-12:00pm
- Thursday, April 17: Policy Council Meeting at 7:00pm
- Tuesday, April 22: Board Meeting at 5:00pm (Policy Council Chair attends)
- Wednesday, April 23: Early Head Start Homebased Socializations: 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, April 24: Early Head Start Homebased Socialization for the Malad area at the Malad Center from 1:00-3:00pm
- Thursday, May 1: 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

*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