



Policy Council Report

February 9, 2023 Interim Policy Council Meeting Report

1. The transfer request of Kitara Willmore from PHS Smithfield Teacher to PHS Child Development Manager was approved.
2. The transfer request of Elizabeth Lyon from PHS Hyde Park Teacher Assistant to PHS Richmond Classroom Assistant 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 2022 to August 2023



Policy Council Report

February 16, 2023 Policy Council Meeting Report

1. The hire request of Kylee Foulger as a PHS On-Call Teacher Assistant was approved.
2. Bear River Head Start ERSEA Policy was approved.
3. Bear River Head Start Impasse Policy was approved.
4. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
5. The January 19, 2023 Policy Council Meeting Minutes were approved.
6. The February 9, 2023 Interim Policy Council Meeting Minutes were approved.
7. Active Supervision Assessment Updates were given.
8. Conflict of Interest Information was given.
9. Program Performance Report:
 - We are in compliance with everything.
10. Budget Committee/Fiscal Report:
 - Topics Discussed:

- Fiscal Consultant contract rate, budget & other information
- Transition to a new Fiscal Officer
- Blue Slips training given during Budget Committee Meeting
- Fiscal Year ended January 31; Spenddown status discussed
- Starting up a new Fiscal Year

11. Director's Report:

- Topics Discussed:
 - Fiscal Officer terminating services & process to transition to a new Fiscal Officer; updates will be shared with Policy Council & Board
 - Fiscal Office staff duties being further defined

12. Board Report:

- Policies Board approved during their January 24, 2023 Meeting were reviewed.

13. Policy Council Concerns & Other Discussion Items:

- No items were brought up for discussion.

14. Community Report:

- No items were brought up for discussion.

15. Parent Committee Meeting Report:

- Topics Discussed:
 - The PCM held in-person at the Brigham Center for all parents in surrounding areas was attended; Conscious Discipline Information was shared and appreciated
 - Online Parent Committee Meetings held monthly

16. Calendar Review:

- Tuesday, March 14: Budget Meeting at 10:00am
- Thursday, March 16: Policy Council at 7:00pm
- Wednesday, March 22: Conscious Discipline Training from 10-10:30am & 7:00-7:30pm held virtually
- Thursday, March 28: Board Meeting at 5:00pm
- Currently looking for Homebased applications; please spread the word to any families that would qualify and want Homebased services

17. Stacey Clark was elected as the 2022-2023 Policy Council Chairperson for the remainder of the year.

18. David Stone was elected as the 2022-2023 Policy Council Vice Chairperson for the remainder of the year.

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