



Policy Council Report

March 30, 2023 Interim Policy Council Meeting Report

1. The hire request of Betty Samuelson for PHS Hyde Park Soar Teacher Assistant
2. The hire request of Amber Skinner for PHS Logan Part Day Teacher Assistant
3. The hire request of Sydni Rogers for PHS Richmond Classroom Assistant
4. The transfer request of Julissa Rodriguez from PHS Teacher Assistant to EHS Nest/Koop Nutrition Aide/Janitor
5. The transfer request of Crystal Chee from EHS Nest/Koop Toddler Teacher Assistant to EHS Pond Infant Toddler Teacher

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Policy Council Report

April 13, 2023 Interim Policy Council Meeting Report

1. The hire request of Debbie Zilles as a Fiscal Assistant
2. The hire request of Alma Rivera as an EHS Pond Part-Day Infant/Toddler Teacher
3. The hire request of Josseline Lopez as an EHS Pond On-Call Teacher Assistant
4. The transfer request of Yvonne Carranza from PHS Smithfield Classroom Assistant to PHS Smithfield Teacher Assistant

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Policy Council Report

April 20, 2023 Policy Council Meeting Report

1. The Bear River Head Start Policy Council Bylaws were approved.
2. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
3. The March 16, 2023 Policy Council Meeting Minutes were approved.
4. The March 30, 2023 Interim Policy Council Meeting Minutes were approved.
5. The April 13, 2023 Interim Policy Council Meeting Minutes were approved.
6. The application for COLA and Quality funding in the amount of \$622,226 and associated non-federal share waiver. COLA funding in the amount of \$276,114 for HS and \$179,762 for EHS will provide a 5.6% cost of living adjustment to all BRHS staff and help offset higher operating costs. The BRHS salary schedule will also be permanently adjusted. Quality Improvement funds in the amount of \$94,246 for HS and \$72,104 for EHS will be used to help keep the salaries of staff at more competitive rates as established with the ARP grant incentive pay to help attract and retain qualified staff was approved.
7. The Bear River Head Start Employee Policies were approved.
8. The Bear River Head Start Operational Procedures were approved—per Head Start Program Performance Standards, all Bear River Head Start staff, consultants, contractors, volunteers, Policy Council members and Board members must review and receive training on these specific topics annually:
 - Sexual Harassment Policy
 - Registered Sex Offenders Policy
 - Corporal Punishment Policy
 - Drug and Alcohol Policy
 - Drug-Free Workplace Agreement
 - Impairment Policy
9. The Bear River Head Start Fiscal Policies and Procedures were approved.
10. The Spring Policy Council Survey sent via email was discussed.
11. Program Performance Report:
 - The Program Performance Report indicates how things are going in the program. There was nothing note-worthy that happened this month
12. Budget Committee/Fiscal Report:
 - We are 17% complete with the 2023-2024 Fiscal Year
 - The TANF Review was completed April 12
 - Preparations for the Audit in May are being done
 - The SEP distribution for staff is in process

- The Covid money grant was closed out on March 31
- The ARP Retention Bonus was paid out on April 5
- Inventory of assets over \$5000 is being conducted
- The COLA and Quality grant application is in process

13. Director's Report:

- The Fiscal Office Restructure is going well
- Preschool Head Start Home-Based kids will be absorbed

14. Board Report

- Board discussed and approved all items mentioned in Policy Council
- Sarah Thurgood's Performance Review was conducted

15. Policy Council Concerns & Other Discussion Items

- No questions or concerns were discussed during this item

16. Community Report

- April 21-22: Family Resource Fair at Cache County Event Center 179 N Main & 199 N Main Logan, UT 84321. Friday 4pm-7pm and Saturday 10am-7pm. It is free to attend. There will be food, fun activities, workshops, and Bear River Head Start will have a booth.
- April 29: Kid's Junior Ranger Day at Bear Lake State Park 25 E 300 N Saint Charles, ID 83272 1pm. Learn about the beauty of nature.
- May 5: Cinco De Mayo at the Cache County Fairground 179 N Main & 199 N Main Logan, UT 84321 from 12pm-8pm. There will be a taco fiesta, folklore dancers, musicians & mariachis, food trucks, games for kids, rock climbing, bounce houses and more
- May 5-6: Malad Valley Renaissance Faire at Heritage Square 4450 W 4500 S Malad City, ID 83252. From Friday 2pm-Saturday 8pm. There will be a baby animal spring festival, princess party \$25, a fire breathing banquet \$30, jousting, comedy show, and dancing.
- May 16-20: Black and White Day. May 20 The Relic Hall, 25 S State St Richmond, UT 84333 from Saturday 10am-4pm. The Richmond parade at 5pm from 600 S State St to Park Community Center. There will be horse pulls, races, face painting, and booths
- May 26-29: Baby Animal Days at American West Heritage Center 4035 S Hwy 89-91 Wellsville, UT 84339. 10am-6pm. Petting zoo and interpreters. \$10 per day

17. Parent Committee Meeting Report

- There was good attendance at the Parent Committee Meeting this week
- If Policy Council Members haven't been to a Parent Committee Meeting, it is suggested they ask their advocate about it and come to the next Parent Committee Meeting

18. Calendar Review

- Please help recruit by spreading the word about applying for Bear River Head Start at www.brheadstart.org see this month's flyers for more information!
- May 8: ERSEA & FISCAL Audit w/ Rudd & Co.
- May 16: Budget Meeting at 10am (Policy Council Treasurer to attend)
- May 17: Conscious Discipline Parent Committee Meeting (Virtual) 10-10:30am & 7-7:30pm
- May 18: Policy Council Meeting at 7:00pm
- May 23: Board Meeting at 5:00pm (Policy Council Chair to attend)
- May 29: Memorial Day (No classes)

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