



Policy Council Report

July 10, 2023 Interim Policy Council Meeting Report

1. The hire request of Dianna Orellana-Lazo as the EHS Pond Infant/Toddler Teacher Assistant was approved.
2. The hire request of Cozette Newman as the PHS Tremonton Part-Day Teacher Assistant was approved.
3. The hire request of Trinity James as a Disability Aide was approved.
4. The hire request of Shawn Burnham as the PHS Brigham Extended-Day Teacher was approved.
5. The hire request of Brenna Cragun as the PHS Richmond Part-Day Teacher was approved.
6. The hire request of Brooklyn Coburn as the PHS Tremonton Classroom Assistant was approved.
7. The hire request of Terrie Valentine as the PHS Malad Teacher Assistant was approved.
8. The transfer request of Gladis Romero from an EHS Infant/Toddler Teacher to the PHS Hyde Park Receptionist 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

July 20, 2023 Policy Council Meeting Report

1. The hire request of Camille Johnson as the PHS Smithfield Teacher Assistant
2. The June 15, 2023 Policy Council Meeting Minutes
3. The July 10, 2023 Interim Policy Council Meeting Minutes
4. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed
5. Budget Committee/Fiscal Report:
 - No Budget Committee Meeting held this month
 - Job Descriptions were updated in June. They will be sent to Policy Council and Board in August for approval.

- TANF grant year that ended on 6/30/2023 has been closed. We renewed the grant for the 2023-2024 service year to serve 13 children in Idaho.
 - Working on budgets for the 2024-2025 Head Start Continuation Grant Application
 - In process of implementing Gusto as our new online payroll, human resources and onboarding system. First payroll with them was on July 12. Staff will not enter or use the Gusto website until some kinks are worked out.
 - Began annual price comparisons
 - Continued to renew CACFP budgets and contracts in Utah and Idaho
 - Annual Audit held July 10-12 that went well
 - Began working on Fiscal Workplans, Program Improvement Report and Program Information Report
 - Received COLA and Quality Improvement Funds. Waiting to disperse them until we have everything settled with Gusto.
 - Received notice to remove our COVID-19 vaccine and testing requirements
 - Completed Final Program Progress Reports for grant period that ended 3/31
6. Director's Report:
- Working on Program Reports during the summer months including PIR (Program Information Report), Program Improvement and our Baseline Grant.
 - Our audit was held a couple of weeks ago and went well.
 - We are getting ready to start providing services again next month.
 - We are still accepting children. If you know of anyone that might want to apply, please encourage them to do so.
7. Board Report:
- Brooks is our new Board Member.
 - Board met June 27 and approved all policies presented including the Child Abuse and Neglect Policy, Board May Meeting Minutes, Family Development Outcomes, Centerbased Child Development Outcomes and the Homebased Child Development Outcomes.
 - The upcoming audit was discussed. Glad to hear it went well.
 - Board does not meet in July. Their next meeting is scheduled for August 22.
8. Policy Council Concerns & Other Discussion Items:
- A member of Policy Council has a child that has been on the Homebased waiting list and asked for more information about if/when their child will be enrolled. We will follow up with this parent.
 - Homebased services include a Family Educator visiting the child's home once a week to provide guidance and activities to help the child grow toward set goals and to support the parents in being the best parents they can be as their child's first teachers. They also have monthly socializations for the enrolled children to be able to play together.
9. Community Report:
- Every Saturday: free events through the Jump Utah Program at museums, parks, swimming pools, etc. all held in the Ogden, Utah area.
 - July 21: Hay Days in Tremonton
 - Saturday, July 22: Mendon Pioneer Days with a parade at 11:00am. There will be activities, games, food trucks, etc. at the park and town square throughout the day and fireworks that night.
 - July 27-29 & 31: Montpelier Theater will be showing the film 'Sound of Freedom', an informational and helpful documentary about child trafficking.

10. Parent Committee Meeting Report:

- Parent Committee Meetings are not being held during the summer months.
- We have a Lending Library with Conscious Discipline books, videos and other resources available. If interested, talk with your Family Advocate.

11. Calendar Review:

- July 24: all staff off
- July 31: Screenings for the following Extended-Day Classes: Explore, Hyrum, Wonder, Soar, Imagine, Smithfield
- August 1: Screenings for the following Extended-Day Classes: Colts, Goslings, Cubs
- August 15: Budget Committee Meeting at 10:00am (Policy Council Treasurer to attend)
- August 17: Policy Council Meeting at 7:00pm
- August 22: Board Meeting at 5:00pm (Policy Council Chair to attend)
- August 28: Screenings for the following Part-Day Classes: Adventure, Create, Discover, Dream, Inspire, Preston AM & PM, Richmond
- August 29: Screenings for the following Part-Day Classes: Tremonton, Joeys, Malad, Paris
- We have a new part-day class in Tremonton that we are trying to fill. Spread the word about that. That would be really helpful.
- Information about the Family Place and some upcoming workshops they provide is included in the Policy Council Packet and with the calendar on the Bear River Head Start Website.

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