



Policy Council Report

August 3, 2023 Interim Policy Council Report

1. The hire request of Aubrey Fillerup as the PHS Paris Classroom Assistant was approved.
2. The hire request of Mikalyn Venable as the PHS Brigham City On-Call Teacher 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

August 17, 2023 Policy Council Meeting Report

1. The hire request of Kelsey Anderson as a PHS On-Call Teacher Assistant for all areas was approved.
2. The hire request of Natalie Boehm as a PHS Part-Day Logan Teacher Assistant was approved.
3. The hire request of Paige Gray as a PHS Child Development Assistant for all areas was approved.
4. The hire request of Rhiannon Drake as a PHS Part-Day Logan Teacher Assistant was approved.
5. The hire request of Megan Collins as an EHS Pond Infant/Toddler Teacher Assistant was approved.
6. The transfer request of Cindy Orellana from an EHS Nest/Koop Infant/Toddler Teacher to an EHS Pond Infant/Toddler Teacher Assistant was approved.
7. The transfer request of Abigail Gingles from Disability Aid to Social Emotional Coach was approved.
8. The transfer request of Alyssa Martin from PHS Mentor Coach to a PHS On-Call Teacher was approved.
9. The Bear River Head Start Job Descriptions were approved.
10. The new Part-Day Classroom at our CACFP Tremonton Site was approved.
11. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.

12. The July 20, 2023 Policy Council Meeting Minutes were approved.
13. The August 3, 2023 Interim Policy Council Meeting Minutes were approved.
14. Centerbased & Homebased Child Outcomes Training was given.
15. Family Outcomes Training was given.
16. Bear River Head Start Program Workplans were reviewed.
17. Budget Committee/Fiscal Report:
 - Our Fiscal Year is 50% complete as of July 31.
 - We received the notice of award to close out our HE grant.
 - We've begun the application for our 2024-2025 grant year.
 - We are continuing the implementation process with Gusto. We have made a lot of progress. We are learning a lot.
 - The PIR Report has been submitted and will go to Board and PC in September for review.
 - We've started working on our Worker's Compensation Insurance application and our annual Salary Compensation Survey.
 - We completed the 2023 Fiscal Program Improvement Reports.
 - We are in process of completing our audit with Rudd & Co. They completed the audit on-site and are finishing up a few things. They will be presenting the Audit to Board in September and then the information will come to Policy Council.
18. Director's Report:
 - We are in process of finding a new Fiscal Coordinator/Controller.
 - Recruitment and Enrollment is going well.
 - Our Extended-Day services have started. Early Head Start goes year round. We are finishing up filling slots for our Part-Day services which will begin after Labor Day.
 - We have an additional classroom this year in our Tremonton Center. We used some funds last year to finish extra space in that center to meet the requirements of a classroom to now have two classrooms in Tremonton.
 - We are continuing to hire.
19. Board Report:
 - Board did not meet in July.
 - Board and Policy Council work together to ensure the program is going strong.
 - Thank you to Sarah and the staff.
20. Policy Council Concerns & Other Discussion Items:
 - No items were brought up for discussion or questions asked.
21. Community Report:
 - Every Thursday night from 7:00pm-dusk, weather permitting: Free live music @ the alley on Center (19 West Center Street, Logan); bring a chair and enjoy live music from local bands
 - August 14-19: Bear Lake County Fair; we have a recruitment booth set up in Paris, Idaho.
 - August 21-26: Box Elder County Fair
 - Sept 8-9: Brigham City Peach Days
 - There is community resource information included with the calendar for the Loaves and Fishes which is a community meal in Logan. They are a non-profit, non-denominational organization that sponsors two free community lunches each month on the first and third Saturdays at the First Presbyterian Church.
22. Parent Committee Meeting Report:
 - Parent Committee Meetings have not yet started up again for the new service year.

23. Calendar Review:

- Monday, September 4: Labor Day, all staff off
- Tuesday, September 5: Open House for Part-Day Preschool Classes; First day of class for Early Head Start Centerbased and Homebased
- Wednesday, September 6: First day of class for Part-Day Preschool Classes
- Tuesday, September 19: Budget Committee Meeting at 10am
- Thursday, September 21: Policy Council Meeting at 7:00pm
- Tuesday, September 26: Board Meeting at 5:00pm

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