



Policy Council Report

August 31, 2023 Interim Policy Council Meeting Report

1. The hire request of Mark Sigler as the Fiscal Coordinator/Controller was approved.
2. The hire request of Maria Virginia Velasquez as the PHS Hyde Park Extended Day Teacher Assistant was approved.
3. The hire request of Lori Martinson as the PHS Preston PM Part-Day Teacher was approved.
4. The transfer request of Mikalyn Venable from PHS Brigham City On-Call Teacher Assistant to PHS Brigham City Extended-Day Teacher 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

September 21, 2023 Policy Council Meeting Report

1. The hire request of Madison Kauffman as a PHS Teacher Assistant (Paid Internship Position) was approved.
2. The hire request of Haley Mabey as a Disability Aide was approved.
3. The hire request of Amanda Patterson as a PHS On-Call Teacher Assistant for all areas was approved.
4. The hire request of Abigail Hamblin as an EHS Pond Infant/Toddler Teacher was approved.
5. The hire request of McKenna Cottam as a PHS Hyde Park Teacher Assistant (Paid Internship Position) was approved.
6. The hire request of Neyda Hernandez as an ERSEA Assistant was approved.
7. The transfer request of Nina Minharo from Health Assistant to ERSEA Assistant was approved.
8. The title change for Debbie Zilles from Fiscal Assistant to Payroll Specialist was approved.
9. The Bear River Early Head Start Program Information Report (PIR) was approved.
10. The Bear River Preschool Head Start Program Information Report (PIR) was approved.
11. The Bear River Head Start Short-Term Goals & tie into Strategic Plan were approved.
12. The Bear River Early Head Start Homebased School Readiness Goals were approved.
13. The Bear River Early Head Start Centerbased School Readiness Goals were approved.

14. The Bear River Preschool Head Start Centerbased School Readiness Goals were approved.
15. The Bear River Head Start Self-Assessment/Program Improvement Report/Staff and Parent Surveys/T&TA Plans was approved.
16. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
17. The August 17, 2023 Policy Council Meeting Minutes were approved.
18. The August 31, 2023 Interim Policy Council Meeting Minutes were approved.
19. Fiscal and Grant Training was received.
20. Program Performance Report:
 - This report is sent to Board and Policy Council every month
 - We are not out of compliance in any area
 - The report may seem a bit skewed because some of our service options had not started up again when it was completed
21. Budget Committee/Fiscal Report:
 - Discussed giving raises for the Cost of Living Increase which will be done based on employees' base pay
 - Working on negotiations with the insurance provider, Select Med
 - Will no longer be using the current Flex Spend provider but will be moving forward using a Cafeteria Plan through Gusto
 - Additional items needed to be discussed and referred to someone else who was unable to be on the call
22. Director's Report:
 - Mark Sigler resigned from the Fiscal Coordinator position
 - Sarah is working with the Fiscal Staff and will oversee them until a new plan can be made to move forward
 - Policy Council will be made aware of any changes regarding this
 - Nothing further to discuss as all other items were addressed during other agenda items' discussion
23. Board Report:
 - Board covered many of the same items that Policy Council did for their last meeting: approved job descriptions and adding the new part-day classroom in Tremonton to our CACFP contract, were given the Centerbased and Homebased Outcomes and Family Outcomes Trainings and reviewed the workplans
 - They also approved their June Board Meeting Minutes
 - Our Fiscal Officer, Andy, gave a really thorough Fiscal Report
24. Policy Council Concerns & Other Discussion Items:
 - No items were brought up for discussion or questions asked
25. Community Report:
 - Saturday, September 23: Little Lambs Diaper Drive in Logan from 10am-noon
 - Saturday, September 23: Center Street Giant Pumpkin Festival from 11am-7pm on Center Street in Logan. The celebration will include a vendor market and food trucks, live music, local street artists, children's activities, free movies at the Utah Theatre, professional photo opportunities, festive street decor, a Giant Pumpkin walk, and the highlight—the Giant Pumpkin Weigh-Off.
 - Friday, September 29: Open House of the newly expanded office for Neighborhood Nonprofit Housing Corporation from 1-4pm at 195 W. Golf Course Road, Logan. They

will be offering tours, light refreshments and anyone interested can learn more about affordable housing options

- Every Friday & Saturday in October: Hirschi's Haunted Hollow from 7-10pm at 175 N. 800 W. and on Halloween from 7-9pm. They offer regular admission, trick or treating and a younger kid friendly option. This will be the last year they are doing it.
- Thursday, October 5: Paris Elementary School Annual Carnival from 3-7pm at 39 S. Fielding, Paris, Idaho. It is a Punch Pass System - not sure the price this year but last year it was \$5 for 50 punches or \$8 for 100 punches. They will have food vendors, a raffle, etc.
- Saturday, October 21: Bear Lake Monster Mash from 2-5pm at the Bear Lake State Park Visitor Center (25 E. 300 N. St. Charles, Idaho). They will have pumpkin decorating, bobbing for apples, donuts on a string, and more activities. Need to RSVP - message them by October 14 with how many children will be attending with their ages.
- A Literacy Center is being built in Paris, Idaho located across the street from the LDS church at 109 S. Main Street: They are hoping to open in the next month or so and will have after school programs for children or adults that need assistance with literacy. They will also have a Food Pantry in the same location.

26. Parent Committee Meeting Report:

- No items were brought up for discussion or questions asked

27. Calendar Review:

- Wednesday-Thursday, October 4-5: Preston Fall Break
- Friday, October 6: EHS Centers closed for teacher training
- Thursday, October 5 & Tuesday, October 10: Paris Fall Break
- Thursday-Friday, October 12-13: Cache, Logan, Box Elder & Malad Fall Break
- Tuesday, October 17: Next Budget Committee Meeting at 10am
- Thursday, October 19: Next Policy Council Meeting at 7pm
- Tuesday, October 24: Board Meeting at 5pm
- Invites for Night Out with Dads, Mingle with Mom events coming up will be coming from your Family Advocate
- Current Policy Council Members are finishing up the 2022-2023 Policy Council year. October's Meeting, unless there is a need for an interim meeting before the new Policy Council is ready, will be the final meeting for this group. The currently elected officers are asked to attend the November Meeting as part of training the new Policy Council. Newly elected Policy Council Members for the 2023-2024 Policy Council year will attend the October meeting to observe.
- Speak with your Family Advocate to put forth your name to be elected to represent your area on Policy Council for 2023-2024. The voting will be done online.

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