



Policy Council Report

September 29, 2023 Interim Policy Council Report

1. The hire request of Natasha Rawlins as the PHS Hyde Park Soar Extended-Day Teacher Assistant
2. The hire request of Madelyn Balcena as an EHS Pond Infant/Toddler Teacher

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Policy Council Report

October 19, 2023 Policy Council Meeting Report

1. Welcome to the new 2023-2024 Policy Council Members!
2. The hire request of Heidi Buhler as PHS Teacher Assistant (Paid Internship Position) was approved.
3. The transfer request of Debbie Zilles from Payroll Specialist to Fiscal Office Manager was approved.
4. The transfer request of Vicki Seigfried from On-Call Teacher to EHS Nest/Koop Infant/Toddler Teacher was approved.
5. The Learning Management System (LMS) Training Policy was approved.
6. The Bear River Head Start Program Data Protection Policies was approved.
7. The Report to the Public was approved.
8. The Community Assessment was approved.
9. The HS/EHS (08CH010808) continuation grant application in the amount of \$8,876,281 for the 2024 - 2025 grant year consisting of \$5,347,156 to serve 327 Head Start funded children in center-based option in Utah and Idaho and \$3,529,125 to serve 171 Early Head Start funded children in center-based and home-based options Utah and Idaho was approved. This is for funding for year one of a five year grant cycle.
10. The September 21, 2023 Policy Council Meeting Minutes were approved.
11. The September 29, 2023 Interim Policy Council Meeting Minutes were approved.
12. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
13. Active Supervision Assessment Updates were given.

14. Program Performance Report:

- There's nothing that we didn't meet our deadline or are out of compliance on. Everything is looking really good.
- Just completed our 45 day deadline for health requirements and got everything in. Everyone was really excited. We've got great staff. Kudos to everyone!

15. Budget Committee/Fiscal Report:

- Budget Meeting was quick and simple.
- Discussed where we are on our budgets and with the audit process
- Discussed benefits renewals. Our insurance provider is trying to increase our premiums by 21%. Having good benefits and insurance is really important to the staff that use it. We want to keep providing that as a benefit and to keep it affordable while not being a big drain on the program. Ilise Anderson, our Fiscal Consultant, has a lot of knowledge regarding our insurance benefits and is going to negotiate with our benefit providers. Having good benefits is one way we can attract and retain good staff. We will keep the insurance carrier and try to not pass any additional costs onto our employees if we can help it.

16. Director's Report:

- Discussion items addressed during other agenda items throughout the meeting.
- Thank you so much to the 2022-2023 Policy Council Members for volunteering and taking the time to serve on Policy Council. We appreciate you all so much. We understand that you're all so busy but want you all to know that we truly, truly appreciate you. PC appreciates Sarah as well.

17. Board Report:

- Main item discussed last month was the Annual Audit Report done by Rudd & Company. There was an unqualified opinion which means there weren't any findings, which is what we want to hear. Andy Hernandez, our Fiscal Officer, did a really good job preparing the financial statements rather than having the auditors do so.
- Reviewed, voted on and approved the goals that were set by various departments.
- Reviewed the fiscal report prepared by Andy and received fiscal & grant trainings.
- Discussed the Program Performance Report, received the Budget Committee Report and were updated on the last Policy Council Meeting held and what was discussed there.
- Discussed meeting locations and recommendations for Board Members. Board is trying to meet more in person, if at all possible, to better coordinate and get to know one another more.
- Approved the previous month's Board Meeting Minutes.
- Asked if there were any questions to bring to Board for their next meeting. No questions were asked.

18. Policy Council Concerns & Other Discussion Items:

- Policy Council asked for clarification about the standard to go outside for the centerbased kids, even with poor weather or for children that have health concerns. Could the other teacher that is still at the center who teaches the other class be inside with the kids who cannot go out? The teachers have asked this parent to come be with their child if they cannot go out with the other kids but that is difficult to do. The Performance Standards state that the kids do have to go outside for a prescribed amount of time. We do have weather restrictions but they are quite lenient. If we are still able to take the kids out, even when it's cold, we need to for the fresh air. We also always need to have 2 staff members with the kids. It wouldn't be enough to just have 1

teacher with the kids or even one child. We do not have enough staff to have two adults inside with the kids while the others are outside. That is why we ask, if a child doesn't want to go outside or cannot, if their parent can come and be with their child inside and help that way. The Performance Standards are online for parents to look at and we can provide parents with the weather restrictions we follow. Staff can also work with parents to find other options that will work for them and their child.

- Policy Council asked about an In-kindPro App Question regarding duplication of time. Some submissions were returned because the time was duplicated but they are sure how. They were entering time for multiple skills that maybe counted as the same thing. We do need to make sure the time isn't counted more than once. If a parent works with their child for a certain amount of time and they work on different skills, the time can be split between all of the skills worked on as long the amount listed for each separate skill only adds up to the true total amount of time spent working with their child. If you have questions about the In-kindPro app, work with your Family Advocate or Homebased Educator. We can also pull reports of transactions submitted and look into them further to make sure everyone understands how to submit time successfully.
- This is an opportunity for anyone on Policy Council to share feedback, any concerns or positive things you see going on in the Program, or questions you might have. If you have questions or concerns that you want to discuss, please share those ahead of the meeting. You can email them to Terrah or send them to Kristie Curtis. This will help us have the correct people on the call to be able to answer those questions during the meeting.

19. Community Report:

- September 22-October 28: Cache Valley Straw Maze at 590 N. 200 W. Richmond, UT 84333 open Mondays-Thursdays 4-9pm, Fridays 4-11pm and Saturdays 10am-11pm. Attractions include straw maze, haunted straw maze (Oct. 7, 14, 21, 28), Pumpkin Alley, Swing Ride, Giant Slide, Jump Pad, Play Area, Mechanical Bull, Corn Cannon. See website for pricing: thecachevalleystrawmaze.com
- September 22-October 30: Fall on the Farm Activities at the American West Heritage Center (4025 S. Hwy. 89-91, Wellsville, UT). Corn Maze is Mondays-Thursdays from 5-10pm, Fridays from 4-11pm and Saturdays from 11am-11pm with an \$8 admission (ages 2 and under free). Haunted Hollow is Friday & Saturday Nights the whole month of October from 7:30-10:30pm with a \$10 admission (Recommended for ages 8+). Other attractions include a pumpkin patch, giant lawn games, straw fort, 9 square, spooky train riders, pony rides. A combo pass (\$15 admission) is available and includes the Corn Maze, activities and the Haunted Hollow.
- Every Thursday-Saturday plus the 30th & 31st in October: 10th West Scare House (900 N. 1000 W. Logan, UT). Thursdays and the 30th & 31st from 7:30-9:30pm. Fridays and Saturdays from 7:30-10:30pm. Full Attraction (indoor & outdoor) \$20. Fast Pass (get right into your experience) \$35.
- Month of October: Fall Activities at Little Bear Bottoms (5100 W. US Hwy 89-91, Wellsville, UT). Mondays-Saturdays Corn Maze/Straw Pyramid (Mondays-Thursdays: 5-10pm; Fridays 5-11pm & Saturdays Noon-11pm) and Pumpkin Patch (Mondays-Fridays 3pm-dark & Saturdays Noon-dark). Fridays & Saturdays Redneck Ride of Terror (dark-11pm) and Spooky Barn Ride (7-11pm every ½ hour). See website for pricing: littlebearbottoms.com

- October 19-21, 23-24: Pumpkin Walk at Elkridge Park in North Logan (1150 E. 2500 N. North Logan, UT) from 10am-10pm. You can walk through during the day on Sunday. It's not lit up but is less crowded. This is a free event. A parking and shuttle service is provided. See website for more information: pumpkinwalk.org
- October 21: Bear Lake Monster Mash at the Bear Lake State Park Visitors Center from 2-5pm. This is a free event. They will have activities such as donuts on a string, decorating pumpkins, bobbing for apples, etc.
- October 21: Hospital Spooky Dinner and Carnival at the Oregon Trail Center from 5-8pm. Haunted tours through the Oregon trail center included.
- October 27: Georgetown Elementary School Carnival at 142 Stringtown Rd. Georgetown, ID; anyone invited
- October 28: AJ Elementary School Carnival at 535 Clay St. Montpelier, ID
- October 30: Trunk or Treat for local non-profits put on by Cache Valley Inter-agencies at the Aquatic Center parking lot (451 S. 500 W. Logan) from 5-7pm. We will have a Bear River Head Start booth at this event to recruit families.
- October 31: Downtown Logan Treat Walk from 10am-4pm. Businesses are between 200 N. and 119 S. and 100 W. to 100 E. Just look for the Halloween Treat Walk Poster in their door or window. We will have a Bear River Head Start booth at this event to recruit families.
- This agenda item is for anyone on Policy Council to share information about anything going on in the communities we serve. They do not have to be free events, but can be anything going on such as activities for kids and families, classes, resources, etc.

20. Parent Committee Meeting Report:

- For this agenda item, anyone who has had a Parent Committee Meeting this year that would like to can share.
- Just had a Parent Committee Meeting in Brigham on the 17th and one at the Hyde Park Center on the 18th. We also had a Spanish speaking Parent Committee Meeting. All had great turn outs.
- A few more Parent Committee Meetings upcoming. If you haven't heard, ask your advocate and they should get you a flier. Please RSVP.

21. Calendar Review:

- November 14: Budget Committee Meeting at 10am; the elected Treasurer will attend
- November 16: Next Policy Council Meeting at 7pm via Dialpad Meetings. We will hold our Policy Council Officers Elections during that meeting.
- November 22-24: Holiday Break
- November 28: Board Meeting at 5pm; the elected Chairperson will attend
- Updated information is on the calendar on our website, brheadstart.org.

22. Thank you to the 2022-2023 Policy Council Members for their service to Bear River Head Start!

- Thank you so much for all you have done 2022-2023 Policy Council Members. We can't approve things without you, so thank you for getting on the meetings, especially the extra interim meetings. We really appreciate it!
- Reminder for all of the 2022-2023 members, this should be your last meeting unless we need to hold an interim meeting before the scheduled November 16, 2023 Meeting.
- Currently elected Policy Council Officers (for 2022-2023) are asked to attend the November Meeting to help run that meeting and as part of training the newly elected officers. We will elect new officers for the 2023-2024 Policy Council at the November 16, 2023 Meeting.

- 2022-2023 Policy Council Members should have received a google form evaluation to fill out regarding your experience on Policy Council. If you haven't received that, let Kristie know and she can send it to you.
- Thank you so much. We greatly appreciate all that you've done for Bear River Head Start!

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