



Policy Council Report

November 10, 2023 Interim Policy Council Report

1. The hire request of Tiffany Forbis as Fiscal Assistant was approved.
2. The hire request of Cassidy Garrett as the PHS Smithfield Classroom Assistant was approved.
3. The hire request of Angelica Barton as the PHS Hyde Park Soar Teacher Assistant was approved.
4. The hire request of Alexia Roberts as the PHS Logan Teacher Assistant (Paid Internship Position) was approved.
5. The hire request of Lauryn Thalman as a PHS On-Call Teacher was approved.
6. The hire request of Isabel Fairbanks as the PHS Hyde Park Teacher Assistant
7. The hire request of Nai Kov as a Health Assistant was approved.
8. The transfer request of Madison Kauffman-Smith from Teacher Assistant (Paid Internship Position) to PHS Logan Adventure Teacher Assistant was approved.
9. The transfer request of Kimberly Buchanan from PHS Mentor Coach to PHS On-Call Teacher was approved.
10. The transfer request of Alyssa Mays from PHS Inspire Part-Day Teacher to PHS Mentor Coach 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 2023 to August 2024



Policy Council Report

November 16, 2023 Policy Council Meeting Report

1. Anna Herrera was approved as a 2023-2024 Policy Council Community Representative.
2. Justin Nuñez was approved as a 2023-2024 Policy Council Community Representative.
3. Amy Gyllenskog was elected as the 2023-2024 Policy Council Chairperson.
4. Brittan Johnson was elected as the 2023-2024 Policy Council Vice-Chairperson.
5. Stacey Clark was elected as the 2023-2024 Policy Council Secretary.
6. The election for the 2023-2024 Policy Council Treasurer was tabled until next Policy Council Meeting.

7. Amy Gyllenskog was elected as the 2023-2024 Policy Council Utah Health Service Advisory Committee Member.
8. Karli Leonardi was elected as the the 2023-2024 Policy Council Idaho Health Service Advisory Committee Member.
9. 7:00pm was approved as the 2023-2024 Policy Council Meeting Time.
10. Virtual via Dialpad Meetings was approved as the 2023-2024 Policy Council Meeting Location.
11. 8:00pm was approved as the 2022-2023 Interim Policy Council Meeting Time.
12. The Bear River Head Start/Early Head Start Board & Policy Council Code of Conduct was approved.
13. The Bear River Head Start Community Complaint Policy was approved.
14. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
15. The October 19, 2023 Policy Council Meeting Minutes were approved.
16. The November 10, 2023 Interim Policy Council Meeting Minutes were approved.
17. CACFP Civil Rights Training was received.
18. Program Performance Report:
 - The Program Performance Report is pulled each month from our ChildPlus database.
 - It shows data related to requirements, deadlines and due dates and if we met those deadlines.
 - Staff, Policy Council and Board can review this report to see if we are completing the tasks we are required to.
 - All Coordinators, their program piece and their staff worked so hard this month to make sure we hit all of those deadlines.
 - This report is provided each month to Policy Council for them to see an overview of program performance for the previous month.
19. The Annual Audit Report was sent to Policy Council as information only.
20. Budget Committee/Fiscal Report:
 - Some leases are coming up due for renewal. The increase for the Logan facilities will be roughly 3% which is in line with what we were planning on. We sign most lease agreements for anywhere from 5-7 years.
 - It is open enrollment time. Insurance premiums are increasing by 14%. The agency will pay 75% of the increased rate. Employees will pay the difference for the benefits they will be signing up for.
21. Director's Report:
 - There was an incident at the Smithfield Center. A staff member stated they could smell an odor in the classroom. Proper policies and procedures were followed. The children were evacuated to a classroom in the Smithfield Elementary School. The Fire and Health Departments were called. They came and checked the air quality and no concerns were found. Paramedics were called on site and assessed the children and staff. Parents were made aware. They were told the kids were fine and they could come get them early if they wanted or, as usual, during pick up time. This is the process we will follow in similar situations moving forward. We value the children at the highest level and will always do what we can to protect them.
22. Board Report:
 - Board Meeting mirrors Policy Council. Both bodies receive the same information each month. They may not always vote on the same items as their responsibilities are not the same.

- Board reviewed the same items that Policy Council did last month.
23. Policy Council Concerns & Other Discussion Items:
- Should parents only enter time for one or two skills worked on during a day on the In-kindPro app or can they submit time for all skills worked on? Parents can submit time for all skills worked on but it must only add up the total amount of time they were working with their child. For Example: If parents work with their children on different skills over an hour span of time, you can break that down into 15 minute increments to add up to one hour of time. You cannot list an hour for each skill.
 - Should parents only be entering up to an hour of in-kind time per day? You can submit your true time that you are actually doing, per activity per enrolled child. For example: If you read to each of your enrolled children separately during the day, you should submit the amount of time you read to each child. However, if you have three children enrolled and you're reading to them all at the same time, you wouldn't enter an hour of reading per child since it was just one total hour you were reading.
 - Further In-kindPro training will be provided to Policy Council at their next meeting. If you have questions about how to correctly submit in-kind time, work with your Family Educator or Family Advocate.
24. Community Report:
- No items were brought up for discussion during this agenda item.
25. Parent Committee Meeting Report:
- Nothing was brought up for discussion during this agenda item.
26. Calendar Review:
- Tuesday, December 12: Budget Committee Meeting at 10:00am. Since we do not have a Policy Council Treasurer elected yet, we do not need anyone from Policy Council to attend this meeting.
 - Thursday, December 14: Policy Council at 7:00pm. This is the 2nd Thursday of the month since we will be on Winter Break over the third Thursday of the month which is our usual day for Policy Council Meetings.
 - December 18-January 1: Winter Break; all staff off

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