



# Policy Council Report

January 18, 2024 Policy Council Meeting Report

1. The hire request of Shaylee Bagley as a PHS Hyde Park Part-Day Teacher was approved.
2. The hire request of Elena Wood as an EHS Part-Day Pond Infant/Toddler Teacher Assistant was approved.
3. The transfer request of Madeline Stowe from EHS Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher was approved.
4. The transfer request of Julie Huppi from PHS Hyrum Teacher Assistant to PHS Hyrum Teacher was approved.
5. The proposed Updated Bear River Head Start TB Testing Procedure was approved.
6. The Bear River Head Start Non-Staff Background Checks Policy was approved.
7. The Medical Expense Reimbursement Plan Amendment was approved.
8. The December 14, 2023 Policy Council Meeting Minutes were approved.
9. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
10. Program Performance Report:
  - This report is provided every month. It shows if there are any areas of the program that are not meeting compliance, deadlines, and requirements as outlined in Performance Standards.
  - ReNae Torbenson compiles this report after the Coordinators enter their data in ChildPlus.
  - There isn't anything out of compliance. Every part of the program is meeting all the requirements and deadlines. Everything is going well.
11. Budget Committee/Fiscal Report:
  - 2023-2024 Fiscal Year is approximately 83% complete as of November 30, 2023
  - As we approach the end of the Fiscal Year which is January 31, 2024, we need to make sure all parents are submitting in-kind through the In-kindPro app in a timely manner so staff can validate the submissions properly
  - Continuing the closing process of the Head Start/Early Head Start 2023-2024 Grant Year that ends January 31
  - We have a new bookkeeper, Sydnee Mabey from Jones Simkins. Sydnee has been: receiving training on all accounting functions and duties to assure we have appropriate cross training in place, providing bookkeeping services during December, performing all of the accounting responsibilities that were assigned to Taylor before
  - Discussed the status of spend down
  - Went over the budget concerns and action items that Andy will take care of: TANF invoices, verifying the amount of spend down funds, ensuring the W2's will come from Gusto and timely delivery of the W2's, sending a copy of the Budget Committee Meeting Minutes to the Board Member in attendance, Suzie Yeates

12. Director's Report:

- There isn't a lot to report which is good. Everything is going well. Sarah is really pleased with the restructuring of the Fiscal Office. Program operations are going really well.
- We have a few openings, so if any of you know of any children and families that qualify for Head Start, encourage them to go to the website ([brheadstart.org](http://brheadstart.org)) and complete their applications.

13. Board Report:

- During Board's last meeting they discussed: the employee relations acknowledgement for staff, some medical expenses and retirement plans.
- Andy gave the Fiscal Report and Sarah gave her report.
- Board Meeting Minutes were approved at that meeting.

14. Policy Council Concerns & Other Discussion Items:

- No items were brought up for discussion during this agenda item.

15. Community Report:

- No items were brought up for discussion during this agenda item.

16. Parent Committee Meeting Report:

- No Parent Committee Meetings held in December
- Next Parent Committee Meetings scheduled for January 30 & 31

17. Calendar Review:

- Tuesday, January 30 & Wednesday, January 31: Parent Committee Meetings
- Tuesday, February 13: Budget Committee Meeting at 10:00am for the Policy Council Treasurer to attend
- Thursday, February 15: Next Policy Council Meeting combined with the Board; Board will join the meeting by calling in as Policy Council does. Both governing bodies will vote on items that evening.
- Monday, February 19: President's Day; all staff off
- Tuesday, February 27: Spanish Parent Committee Meeting
- Wednesday, February 28: English Parent Committee Meeting
- More information should be coming from Family Advocates regarding times, etc. for Parent Committee Meetings

\*If you would like to view the full meeting minutes, go to [www.brheadstart.org](http://www.brheadstart.org) > About Us > Agency Information > Policy Council Reports & Meeting Minutes Archive > Policy Council Reports & Meeting Minutes September 2023 to August 2024