



Policy Council Report

January 25, 2024 Interim Policy Council Meeting Report

1. The hire request of Jessica Spradlin as a PHS Hyde Park Teacher Assistant was approved.
2. The hire request of Emilie Johnson as the PHS Hyrum Teacher Assistant was approved.
3. The hire request of Carmina Bingham Diaz as the PHS Smithfield Classroom 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 2023 to August 2024



Policy Council Report

February 15, 2024 Policy Council Meeting Report

1. The hire request of Damon Bird as the On-Call Maintenance Assistant was approved.
2. The hire request of Tamra Sheehan as the EHS Nest/Koop Infant/Toddler Teacher Assistant was approved.
3. The hire request of Sienna Volkert as an On-Call Teacher Assistant for all areas was approved.
4. The transfer request of Tabitha Benzon from EHS Infant/Toddler Teacher Assistant to EHS Nest/Koop Infant/Toddler Teacher was approved.
5. The Bear River Head Start ERSEA Policy was approved.
6. The Bear River Head Start Impasse Policy was approved.
7. The January 18, 2024 Policy Council Meeting Minutes were approved.
8. The January 25, 2024 Interim 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. Active Supervision Assessment Updates were given.
11. Program Performance Report:

- Everything is going exceptionally well in the program. We're not missing any of our milestones and are hitting all of our due dates. There aren't any areas of concern.
- Sarah appreciates all of the Coordinators getting their data together every month and ReNae Torbenson who collects the data from all of the Coordinators and puts this report together.

12. Budget Committee/Fiscal Report:

- Last Fiscal Year is substantially complete:
 - Currently making our end-of-year accruals
 - Budget report will be distributed in early March
 - To ensure all of last year's expenses are included in the Fiscal Year, the month of January is left open longer than the other months
 - Continuing to get all of the in-kind batched and entered
- Completed this year's insurance coverage renewal with Progressive Insurance:
 - Only a modest increase which was made to our rates from the previous year.
- Continued the closing process of the Head Start/Early Head Start 2023-2024 grant year that ends January 31 of this year.
- Discussed mileage reimbursement rates for 2024-2025. Continued discussion will occur.
- Discussed other in-kind rates, such as volunteer rates, Board and Policy Council Member rates, and donated use of facilities.
- Working on calculating year-end SEP amounts that will be covered with spend down.
- Continuing to work with the Fiscal Team and Jones Simkins to determine what duties and tasks are to be performed in house versus outsourced. Everything is going well and they're getting settled in.

13. Director's Report:

- Received word from the Preston School District that they are growing and need their classroom space back:
 - Met with the Superintendent and Assistant Superintendent
 - Reminded them we used to have a building there that we gave up so they could expand their school which is how we ended up using classroom space in their building
 - It was a nice and very productive meeting and we're going to keep working with them
 - First choice would be to have one classroom in the school
 - Second choice would be to have a modular that we could use for free
 - Third choice would be paying rent for something with the school district
 - Last choice would be that we'd have to find another facility. We don't really want to separate from the school district because rent is incredibly expensive. In addition we would have to set up playgrounds, move things, find parking and deal with licensing requirements.
 - The Superintendent was going to take this back to their Board for discussion
 - For any parents in that area, friendly reminders to your school personnel that we would really like to stay there in the school, be partners with the school district and to continue the collaboration would be helpful and beneficial.
- Will have a site visit from our Regional Office in April:
 - They try to come on site to every program once a year. We had a site visit scheduled last year and they had to cancel it because their funding was frozen for a bit.

- They may want to visit with some Policy Council and Board Members; we may be calling some of you to see if you can come in for a face-to-face meeting with them.
- They will want to meet with some staff for sure and go visit our sites and see what the kids and teachers are doing.

14. Board Report:

- Discussed most of the same items Policy Council did last month
- Met Amy for the first time
- Approved the TB Testing Procedure, Non-Staff Background Checks Policy and the Medical Expense Reimbursement Plan Amendment
- Were given the usual reports

15. Policy Council Concerns & Other Discussion Items:

- No questions were asked, concerns shared or items brought up for discussion during this agenda item.

16. Community Report:

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

17. Parent Committee Meeting Report:

- Nothing was shared during this agenda item.

18. Calendar Review:

- Tuesday, March 19: Budget Committee Meeting at 10:00am for the Policy Council Treasurer to attend.
- Thursday, March 21: Policy Council Meeting at 7:00pm
- Monday, March 25-Friday, March 29: Malad & Preston Spring Break; They will not be in session during that time.
- Tuesday, March 26: Board Meeting at 5:00pm for the Policy Council Chair to attend.
- Wednesday, March 27 & Thursday, March 28: Upcoming Parent Committee Meetings; Family Advocates should be getting parents invitations.

*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