



Policy Council Report

April 18, 2024 Policy Council Meeting Report

1. The hire request of Wendy Reed as the PHS Richmond Classroom Assistant was approved.
2. The hire request of Sarah Hughes as an On-Call Teacher Assistant for all areas was approved.
3. The hire request of Karen Hernandez as an On-Call Teacher Assistant for all areas was approved.
4. The transfer request of Paige Gray from PHS Child Development Assistant for all areas to PHS On-Call Teacher for all areas was approved.
5. The Bear River Head Start Employee Policies were approved.
6. The Bear River Head Start Operational Procedures were approved.
7. The Bear River Head Start Fiscal Policies & Procedures were approved.
8. The Bear River Head Start Policy Council Bylaws were approved.
9. The March 21, 2024 Policy Council Meeting Minutes were approved.
10. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
11. A reminder to complete the Spring Policy Council Survey sent via Google Forms was given.
12. Program Performance Report:
 - We are hitting all of our milestones. The program looks really good.
13. Budget Committee/Fiscal Report:
 - 2024-2025 Fiscal Year is approximately 15% complete as of the 31st of March
 - 2023-2024 SEP distribution is currently estimated at 7-8%; actual numbers are dependent upon closing the 2023-2024 Fiscal Year and the Fiscal Officer's final review
 - Goal is to have the 2023-2024 Fiscal Year-End closed by the end of April
 - Annual TANF review with Bill Foxcroft is scheduled for April 22, 2024
 - In the exploratory process of switching to a P-Card system for purchases
 - Would allow each Coordinator, and possibly specific managers, to be assigned a "P-card" they can use for purchases
 - Annual Fiscal Audit is being finalized with Rudd & Company (working out the scheduling for fieldwork)
 - Targeting May 2024 to complete the audit
 - Rudd & Company will also complete the ERSEA eligibility audit
 - COLA (Cost of Living Adjustment) Grant Application will need to be processed, finished and receive Board and Policy Council approval
 - COLA is set for 2024 at 2.3% for all staff
 - Currently waiting for the official notice from Head Start so we can apply
14. Director's Report:
 - You guys just rock! That was a great Budget Committee Meeting Report.
 - Had our site visit from our Regional Office representatives last week

- Policy Council and Board representatives Amy, Anna, Cindi and Suzie met with them. We like having all of you come to these meetings. Thank you. You guys were awesome!
 - Our Coordinators and Management team rocked it. It was a great site visit and we got a lot done.
- Have to report a couple of incidents as a requirement from the Office of Head Start
 - One in Brigham City regarding a child's fingers that got caught in the door during drop off
 - Incident has been reported to the Office of Head Start and our Regional Office; they investigated it and are wrapping that process up
 - Things are going well for the child
 - We are replacing the doors at that center
 - Some staff at our Hyde Park Center were worried about a strange odor while outside
 - Sarah and Cassie Petersen, the Child Development Manager and Facilities Coordinator, went to the center to meet with staff and investigate
 - Inside the washroom of the center there were mops that had been used to clean the floors; Staff didn't have time to rinse them out before the children arrived; the room locks automatically and staff need a key to get in; the smell of the wet mops with the cleaners that have been used linger in that washroom
 - All of our buildings have heating and air conditioning with heat and air exchanges that blow outside, taking the air from inside the building and that odor outside; that was what was occurring and what the staff were smelling
 - Smithfield Fire Department came to double check and make sure everything was okay; they helped the staff and kids know that it was safe and everything was fine; they had their meters and checked everything out; there was nothing concerning
 - The fire fighters were there in their uniforms so they gave the kids a little impromptu lesson and showed them their walkie-talkies
 - We want our staff to be cautious and careful because we have your kids and our number one priority is to keep them safe. Although there was nothing concerning going on, it was better to be safe than sorry.
 - Policy Council inquired if this is something the teachers should tell the parents about; this is really frustrating and concerning; they asked if we can follow up to make sure the teachers communicate about these situations; parents would like to know if any situations come up for some piece of mind rather than hearing about it later
 - We will notify the teachers and make sure all parents are made aware of all situations that happen. We understand this is something parents would want to know and apologize that this happened.
 - If it had been a true emergency, we would have gotten the kids out and taken them to the emergency location, sent a mass text to the parents about the situation and asked them to come pick up their kids
 - We are grateful the kids and staff were fine

- It gets muggy in the classrooms because the windows don't open; when the windows don't open, sometimes the smells in the center can mix together
- We are going to try to write for one-time money to replace some of the windows; we won't be able to replace all of the windows but we're hoping to be able to replace at least one in each classroom and/or area where the children are to be able to open

15. Board Report:

- Met on March 26
- Approved four new members: Misty Crawford, Zynthia Cornejo, Lucas Martin and Heather Crockett
- Approved the Mid-year Homebased and Centerbased Child Development Outcomes, the Mid-Year Family Development Outcomes, the Organizational Charts, the Articles of Incorporation, the SEP Distribution of funds, the Contract from Jones Simkins' for Andy's services as our Fiscal Officer, the Audit Engagement with Rudd & Company for May and the Board Meeting Minutes
- Sarah gave Director's report; they had the Budget Report and the Policy Council Report from Amy
- Elected new officers; Seth Tait is the new Board Chair and Brooks Bodily is the new Board Vice-Chair

16. Policy Council Concerns & Other Discussion Items:

- Some questions and concerns already discussed during the Director's Report
- No further questions were asked, concerns shared or items brought up for discussion during this agenda item

17. Community Report:

- Saturday, April 20: Little Lambs Diaper Drive from 10:00am-noon at 1125 W. 400 N. Suite 200, Logan, Ut
- Wednesday, April 24: Steppin' up for Kids at County Court House (199 N. Main, Logan, Ut) from 4:00-5:00pm; pairs of children's shoes will be displayed on the courthouse steps, each one representing a substantiated case of child abuse or neglect in 2024
- Wednesday, April 24: Breathwork Workshop at Elevate Breathwork (523 N. 300E., Millville, Ut) at 7:45pm; \$25 per person, bring a friend and get \$5 off your ticket and theirs
- Wednesday, April 24 and Thursday, April 25 : Youth Mental Health First Aid Certification with the Family Place held virtually at 9:00am on the 24th and 12:00pm on the 25th; a free class for youth ages 18 and over, register online at thefamilyplaceutah.org

18. Parent Committee Meeting Report:

- Last Parent Committee Meeting (PCM) the Policy Council Chair went to, they discussed songs and rhymes that go with Conscious Discipline
- Next Spanish speaking PCM is on April 23
- Next English speaking PCM is on April 24
- One question on the Google Form about Policy Council asks if Policy Council is aware of the cross-communication between Policy Council and Parent Committees.
 - Everyone should get a Policy Council Report; we have it in different formats and is discussed at Parent Committee Meetings; this doesn't fill the entire meeting but just a short portion that goes over the hires and transfers and certain policies that were approved, etc. so all program parents are aware

19. Calendar Review:

- Tuesday, May 7: Little Lambs Diaper Giveaway for Box Elder Community at our Head Start Center (264 N. 200 E. Brigham City, Ut) from 5:00-7:00pm

- Saturday, May 11: Smithfield Health Days at Forrester Acres Park (50 W. 400 N., Smithfield Ut)
- Tuesday, May 14: Budget Committee Meeting at 10:00am for our Policy Council Treasurer to attend
- Thursday, May 16: Policy Council Meeting at 7:00pm
- Saturday, May 18: Richmond Black & White Days at the Fairgrounds
- Monday, May 27: Memorial Day, all staff off
- Tuesday, May 28: Board Meeting at 5:00pm for our Policy Council Chairperson to attend
- Please remember to complete the Spring Policy Council Survey if you haven't

*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