



Policy Council Report

August 1, 2024 Interim Policy Council Meeting Report

1. The hire request of Kirsha Pearce as an EHS Part-Time Pond Infant/Toddler Teacher Assistant was approved.
2. The hire request of Emma Hansen as an EHS Pond Infant/Toddler Teacher Assistant was approved.
3. The transfer request of Nichole Fisher from PHS Smithfield Classroom Assistant to PHS Logan Teacher Assistant was approved.

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Policy Council Report

August 15, 2024 Policy Council Meeting Report

1. The hire request of Camila Carbajal as an EHS Pond Part-Day Infant/Toddler Teacher Assistant was approved.
2. The transfer request of Lorraine Spencer from PHS Malad Classroom Assistant to PHS On-Call Teacher Assistant was approved.
3. The transfer request of Megan Collins from EHS Pond Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher was approved.
4. The Bear River Head Start Job Descriptions were approved.
5. The 2024-2025 Bear River Head Start CACFP Sites were approved.
6. The Bear River Early Head Start Program Information Report (PIR) was approved.
7. The Bear River Preschool Head Start Program Information Report (PIR) was approved.
8. The July 18, 2024 Policy Council Meeting Minutes were approved.
9. The August 1, 2024 Interim 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. Kristin Fellows was elected as the Policy Council Vice Chairperson for the remainder of the Policy Council year.
12. Budget Committee/Fiscal Report:
 - 2024-2025 Fiscal Year is roughly 50% complete as of July 31
 - Coordinators were asked to see the Fiscal Office with any budget questions
 - Waiting on approval (Notice of Award) that the 2023-2024 Head Start grant year has been officially closed out
 - Have begun the application for the 2025-2026 grant year
 - Final invoice for the TANF grant year which ended June 30 has been submitted. It was received and the TANF grant year was closed.
 - Independent auditors came on site on July 22 to perform their audit test work
 - They are still requesting some documentation as they complete their audit procedures and finish up the audit
 - Audit will be presented at the September Board Meeting; a copy of the audit will be sent to the Policy Council as information only once available
 - This will include an audit of ERSEA eligibility requirements
 - US Bank has sent some information options for the P-Card system.
 - Fiscal Team and Sarah will discuss and vet the various options and then we can move forward
 - Working on getting out mid-year budgets to the Coordinators
13. Director's Report:
 - Extended-day services have begun; Part-day is almost ready to being
 - We will keep a Preschool Head Start Centerbased classroom in Richmond for one more year; we have made Richmond City aware
 - Recruitment for most of our classrooms is going well

- Biggest needs for recruitment are for Richmond, Tremonton part-day and Paris classrooms:
 - A few years ago we expanded our services to include the Tremonton Center because we had such a big waitlist there. Most of the kids and parents on the waitlist want extended-day services. The part-day classroom will fill up once parents see the extended-day class is full.
 - We are doing better than anticipated recruiting for Paris. Most of the kids in the Paris Classroom get enrolled in TANF slots. TANF funding allows us to enroll children and families with a little bit higher income.
 - We're a little bit over half-way full in our Richmond Classroom. We'll get it filled. Next year, we will place that classroom where we have more children to enroll.
- Next month we'll discuss Program Improvement which includes what we've learned this last year, goals for this next service year and our plans to make changes for Program Improvement

14. Board Report:

- Board did not have a meeting in July
 - There are two months Board does not meet as outlined in the Board Bylaws, July and December. They receive a packet of information for those months similar to the packet Policy Council receives.

15. Policy Council Concerns & Other Discussion Items:

- No questions were asked or concerns discussed

16. Community Report:

- Monday, August 12-Saturday, August 17: Oneida County Fair with the Family Fun Rodeo on Saturday, August 17 at 7:30pm; tickets \$6
- Friday, August 16: Sauerkraut Days Parade in Providence at 5:00pm
- Friday, August 16: Free Movie & Free Popcorn at the Laub Plaza (55 N. Main, Logan) at 8:30pm: playing Finding Nemo
- Saturday, August 17: Sauerkraut Days Park Festivities at Zollinger Park in Providence starting with a Fun Run at 7:00am and ending with a Drone Show at 9:00pm; vendors, food trucks, etc.
- Saturday, August 17: Loaves & Fishes Community Meal at the First Presbyterian Church (200 W. Center Street, Logan) from 11:30am-1:00pm; free community meal open to all every month on the first AND third Saturdays
- Sunday, August 18: Families Feeding Families Back to School Event at Logan Station
- Saturday, August 24: Center Street Art-Beat Center Street Takeover Music & Arts Festival on Center Street Logan from noon-10pm; local musicians, artisan vendors, food trucks, etc.
- The Family Place offers Therapy Groups for kids, teens, adults and families; go to thefamilyplace.utah.org for more information

17. Parent Committee Meeting Report:

- Parent Committee Meetings will be starting up again for the new service year. Family Advocates will share information with program parents.

18. Calendar Review:

- Monday, September 2: Labor Day; all staff off
- Tuesday, September 3: Open Houses for Part-Day Classes
- Wednesday, September 4: First Day of Services for Part-Day Classes

- Friday, September 13: Screening Day for Part-Day Classes
- Tuesday, September 17: Budget Committee Meeting at 10:00am (Policy Council Treasurer to attend)
- Thursday, September 19: Next Policy Council Meeting at 7:00pm
- Tuesday, September 24: Board Meeting at 5:00pm (Policy Council Chairperson to attend)

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