



# Policy Council Report

April 7, 2025 Interim Policy Council Meeting Report

1. The hire request of Zoe White as a PHS Teacher Assistant (Paid Internship Position) was approved.
2. The hire request of Aleatha Child as the CACFP Assistant was approved.
3. The hire request of Gabriela Valdez as a PHS Teacher Assistant for all areas was approved.
4. The hire request of Kaylie Larsen as an EHS Nest/Koop Teacher Assistant (Paid Internship Position) was approved.
5. The hire request of Janeth Ocampo as an EHS Pond Infant/Toddler Teacher Assistant was approved.

\*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 2024 to August 2025



# Policy Council Report

April 17, 2025 Policy Council Meeting Report

1. The transfer request of Emily Griffiths from Child Development Assistant to EHS Pond Infant/Toddler Teacher was approved.
2. The Bear River Head Start Fiscal Policies & Procedures were approved.
3. The March 20, 2025 Policy Council Meeting Minutes were approved.
4. The April 7, 2025 Interim Policy Council Meeting Minutes were approved.
5. Holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed was approved.
6. The Bear River Head Start Policy Council Bylaws were approved.
7. Gilbert Sanchez was elected as the Policy Council Utah Health Service Advisory Committee Member for the remainder of the year.
8. A reminder was given to complete the 2025 Policy Council Spring Survey.
9. Budget Committee & Fiscal Reports:
  - All spending looks good this far into the grant year
  - No COLA for employees this year
  - Finishing the close out for last grant year
  - Will complete SEP Distribution for employees
10. Program Performance & Director's Reports:
  - These reports will be combined each meeting
  - Hitting all milestones and not out of compliance in any area
  - Entering the planning phase for next year
    - Gathering feedback through questionnaires
    - Short-term goals will be set for each program area
    - Program Goals will be set for the entire program
    - Will complete our PIR (Program Information Reports)
    - Program Improvement documents will be brought to Policy Council for review and approval at the end of the summer
  - Policy Council is awesome!
11. Board Report:
  - Board approved the mid-year development outcomes for each program area and the Board Bylaws
  - Elections were held for new officers; Brooks Bodily will serve as the Chair and Amy Gyllenskog will serve as the Vice-Chair for this year
  - Reviewed the regular reports
12. Policy Council Concerns & Other Discussion Items:
  - What forms of security do our classrooms have and what are our emergency protocols:
    - We practice emergency drills
    - Locking doors on all of our centers
    - Alert systems for any kind of emergency to get emergency personnel to come quickly
    - Our bigger centers have a button that our secretaries can hit to lock all of the classroom doors with a secondary exit to get outside; we would typically shelter in place and keep the kids in a safe area

- All centers are close to emergency services; it wouldn't take long for emergency personnel to get there

13. Community Report:

- No events shared

14. Parent Committee Meeting Report:

- Parent Committee Meetings are held monthly via Zoom. There is a brief meeting at the beginning followed by a Conscious Discipline Workshop and discussion.

15. Calendar Review:

- Thursday, May 1: Early Head Start Homebased Socializations: Soda Springs area at the Soda Springs Library from 10:00am-12:00pm; Malad area at the Malad Center from 1:00-3:00pm
- Tuesday, May 6: Spanish Virtual Parent Committee Meeting at 6:00pm
- Wednesday, May 7: Early Head Start Homebased Socializations: Preston area at the Larsen-Sant Library from 10:00am-12:00pm; Tremonton & Brigham City area at the Tremonton Center from 3:30-5:30pm; Cache & Logan area at the Logan Center from 4:00-6:00pm
- Wednesday, May 7: English Virtual Parent Committee Meetings at 10:00am & 7:00pm
- Tuesday, May 13: Budget Committee Meeting at 10:00am (Policy Council Treasurer attends)
- Thursday, May 15: Last Day for Preschool Head Start Part-Day Services
- Thursday, May 15: Early Head Start Homebased Socializations: Soda Springs area at the Soda Springs Library from 10:00am-12:00pm; Malad area at the Malad Center from 1:00-3:00pm
- Thursday, May 15: Policy Council Meeting at 7:00pm
- Wednesday, May 21: Early Head Start Homebased Socializations: Preston area at the Larsen-Sant Library from 10:00am-12:00pm; Tremonton & Brigham City area at the Tremonton Center from 3:30-5:30pm; Cache & Logan area at the Logan Center from 4:00-6:00pm
- Monday, May 26: Memorial Day – All Staff Off & Centers closed
- Tuesday, May 27: Board Meeting at 5:00pm (Policy Council Chair attends)

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