



## Policy Council Report

June 5, 2025 Interim Policy Council Meeting Report

1. The hire request of Jaecee Jeppesen as the PHS Malad Classroom Assistant was approved.
2. The hire request of Oriana Gonzalez as the PHS Logan Explore Extended-Day Teacher Assistant was approved.
3. The hire request of Ashlyn Straight as the PHS Preston Classroom Assistant was approved.
4. The hire request of Helem Orozco as the EHS Homebased Child Development Assistant was approved.
5. The hire request of Belle Leduc as a Family Advocate was approved.
6. The transfer request of JoLacey Wood from EHS Pond Center Based Manager to an EHS On-Call Teacher 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

June 19, 2025 Policy Council Meeting Report

1. The hire request of McKinnlee Rogers as an EHS Nest/Koop Infant/Toddler Teacher was approved.
2. The hire request of Grace Erickson as a Health Specialist was approved.
3. The hire request of Katie Swapp as a Family Advocate was approved.
4. The transfer request of Amanda Jensen from EHS Pond Infant/Toddler Teacher to EHS Pond Center Based Child Development Manager was approved.
5. The transfer request of Janeth Ocampo from EHS Pond Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher was approved.
6. The transfer request of Bethany Nash from PHS Logan Teacher Assistant to PHS Logan Extended-Day Teacher was approved.
7. The June 2024 Lateral Staff Transfer Requests were approved.
8. The End-of-Year Homebased Child Development Outcomes were approved.
9. The End-of-Year EHS Center Based Child Development Outcomes were approved.

10. The End-of-Year PHS Center Based Child Development Outcomes were approved.
11. The End-of-Year Family Development Outcomes were approved.
12. The Bear River Head Start Child Abuse and Neglect Policy were approved.
13. The following Bear River Head Start Health Policies & Procedures were approved:
  - Exclusion Policy
  - Infection Control Policy
  - Immunization Policy/Procedure
  - Emergency Plan
14. The Bear River Head Start Employee Policies were approved.
15. The Bear River Head Start Operational Procedures were approved.
16. The May 15, 2025 Policy Council Meeting Minutes were approved.
17. The June 5, 2025 Interim Policy Council Meeting Minutes were approved.
18. Holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed was approved.
19. Budget Committee & Fiscal Reports:
  - Discussed spending status
  - Getting ready to make SEP Distributions (retirement distributions for staff)
  - Just finished annual Financial Audit
20. Program Performance & Director's Reports:
  - Meeting all milestones; everything running as it should
  - Had a burst pipe over Memorial Day weekend at Hyrum Center
    - BluSky Restoration came to stop the flooding and will also take care of the renovation
    - Worked with Insurance Adjuster to make sure price is fair and equal; no need to obtain three bids
    - The burst pipe claim will be run through our insurance
    - BluSky found additional water damage from ice dams that occurred on the roof over the winter; the costs to repair this damage and renovation will be paid with Head Start facilities maintenance funds
    - Updated our procedures and protocols for maintenance to prevent issues of a similar nature from occurring again
  - Were told we needed to fix the transmission on our van in Tremonton
    - Cost would have been \$8,000
    - Got a second opinion; it was not a transmission issue but a \$300 abs sensor detector
  - Four Board Members that are current Community Agency Representatives were asked to resign from the Board last month as there was the potential for a conflict of interest
    - Upper management staff work with these agencies on day-to-day situations
    - Normally management staff do not work directly with Board Members or discuss program happenings outside of Board Meetings
21. Board Report:
  - Discussed many of the same items as Policy Council such as: Policy Council Bylaws, the P-Card Procedure, Random Timesheet Audit Procedure
  - Board approved their prior month's meeting minutes
  - Received the Fiscal Report from Andy Hernandez
    - Preparing for the audit and closing out last fiscal year

- Discussed the Hyrum Center flooding concern and the situation with the four Community Representative Board Members
  - The Policy Council and Budget Committee Reports were given
22. Policy Council Concerns & Other Discussion Items:
- No questions or concerns brought up for discussion
23. Community Report:
- Nothing shared
24. Parent Committee Meeting Report:
- Parent Committee Meetings not held in summer; will start up again in the fall
25. Calendar Review:
- Thursday, July 3-Friday, July 4: All staff off for Independence Day
  - Thursday, July 10-Friday, July 11: Early Head Start Centers closed for training
  - Tuesday, July 15: Budget Committee Meeting at 10:00am (Cassidy will attend)
  - Thursday, July 17: Policy Council at 7:00pm
  - Monday, July 21: Preschool Head Start Extended-Day Registration
  - Thursday, July 24-Friday, July 25: All staff off for Pioneer Day

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