



Policy Council Report

September 4, 2025 Interim Policy Council Meeting Report

1. The hire request of Ashlyn Jensen as a PHS Hyde Park Teacher Assistant (paid internship position) was approved.
2. The hire request of Stacy Banks as a PHS Hyde Park Part-Day Teacher was approved.
3. The promotional transfer request of Cristina Gomez from PHS Logan Center Receptionist to Health Specialist was approved.

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Policy Council Report

September 12, 2025 Interim Policy Council Meeting Report

1. The hire request of Sierra Egbert Trujillo as a Fiscal Assistant was approved.
2. The hire request of Arielle Grimaud as an EHS Pond Infant/Toddler Teacher was approved.
3. The promotional transfer request of Neyda Hernandez from ERSEA Assistant to ERSEA Manager was approved.

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Policy Council Report

September 18, 2025 Policy Council Meeting Report

1. The 2025-26 Policy Council Members were welcomed and the 2024-25 Policy Council Members were thanked for their service to Bear River Head Start.
2. The hire request of Madeline McNiven as a PHS Hyde Park Extended-Day Aide was approved.
3. The hire request of Shelsey Olsen as the PHS Brigham City Classroom Assistant was approved.
4. The September 2025 Lateral Staff Transfers were approved.
5. Destiny Clifford was elected as the 2025-26 Policy Council Chairperson.
6. Aurora Rosas was elected as the 2025-26 Policy Council Vice Chairperson.
7. 6:00pm was approved as the 2025-26 Policy Council Meeting Time.
8. A combination of meeting in-person at the Logan Preschool Head Start Center for those who can and calling into the meetings via Dialpad Meetings was approved as the 2025-26 Policy Council Meeting Location.
9. 7:00pm was approved as the 2025-26 Interim Policy Council Meeting Time.
10. The Policy Council Composition was approved.
11. The Policy Council Bylaws were approved.
12. The Bear River Early Head Start Program Information Report (PIR) was approved.
13. The Bear River Head Start Program Information Report (PIR) was approved.
14. The Bear River Head Start Program Improvement Plan was approved.
15. The August 21, 2025 Policy Council Meetings Minutes were approved.
16. The September 4, 2025 Interim Policy Council Meeting Minutes were approved.
17. The September 12, 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. The 2025-26 CACFP Meal Sites were reviewed.
20. Fiscal & Grant Training was received.
21. Budget Committee & Fiscal Reports:
 - Discussed grant application status
 - Discussed many items voted on for approval by Policy Council
 - Auditors will present the finalized audit to Board this month
 - Requirement to have an annual fiscal audit completed by independent auditors
22. Program Performance & Director's Reports:
 - Just started the school year for Preschool Head Start Part-day. Extended-day started in August. We are hitting all milestones.
 - Sarah thanked Policy Council for attending the meeting
 - Policy Council thanked Sarah for everything she does
23. Board Report:
 - Board and Policy Council discuss the same items each month so both bodies are aware
 - We have great Board and Policy Council Members
24. Policy Council Concerns & Other Discussion Items:
 - How accurate is the budget in the grant application to actual spending?
 - We want our budget to reflect what is happening in the program

- We track the spending as we go
- Andy Hernandez, our Fiscal Officer, and Sydnee, a Bookkeeper who helps him, go through the budgets each month
- Expenditures are coded to the area of the grant where it's being spent
- Budget Committee Meetings are held each month. We ask for Policy Council representation at these meetings. Andy directs the meetings with the Coordinators and Sarah. We analyze during those meetings if we are in alignment for our spending with where we are in the grant year.
- If we have something come up that needs additional funding in a particular area that wasn't expected, the budgets are analyzed. There may be a section of the budget that has a pattern of not being fully spent out.
- It is very important to have a Fiscal Officer who has expertise in this area so they can oversee the budgets and spending.

25. Community Report:

- Discussed how this information is shared with program parents. It will be sent to Family Advocates, Teachers and Family Educators to be shared with the families.
- Every Thursday Evening: Live Music at the Alley on Center Street (19 W. Center St. Logan) @7pm-dusk; bring a chair and enjoy live music from local bands; weather permitting
- Friday, September 19: Late Night Date Night @ 6-8pm @ Zootah (419 W. 700 S. Logan); date night at the zoo; regular admission
- Saturday, September 20: Little Lambs Drive Thru Diaper Drive @ 10am-12pm @ 1125 W. 400 N. Suite 200, Logan; must have a valid ID; can only pick up for your own child; will have diapers sizes NB-7, wipes, pull ups, deodorant, socks, period products & a limited amount of coats for children sizes 2T to 14/16 while supplies last
- Saturday, September 27: Great Pumpkin 5K Fun Run @ 8am @ Logan Downtown Alliance (123 N. Main St. Logan)
- Saturday, September 27: Giant Pumpkin Festival @11am-7pm @ Center Street in Logan; see flier for details; activities all day
- Saturday, September 27: Building a Better Dam' Future Gala @ 6:30pm (mingle), 7-9pm (main event) at Zootah (419 W. 700 S. Logan); BBQ feast, live music, silent & live auctions; \$50 per person
- Saturday, October 4: Witches' Paddle @11am-2pm @ First Dam; witches paddle across First Dam on paddle boards
- Saturday, October 4: Marvelous Adventure put on by The Family Place @ 12-2pm @ Cache County Events Center (490 S. 500 W. Logan); Superhero activities, lunch & snacks, photo opportunities, superhero themed crafts; tickets: \$20
- Saturday, October 11: Cache Valley Fall Boutique @ 10am @ Cache County Fairgrounds (490 S. 500 W. Logan)
- Thursday, October 16-Saturday, October 18, Monday, October 20 & Tuesday, October 21: Pumpkin Walk @ 10am-10pm @ Elk Ridge Park (1100 E. 2500 N. North Logan); free admission
- Friday, October 24: Warren Miller 'Sno-ciety' Winter Sports Film @ 7pm @ Ellen Eccles Theater (43 Main St. Logan); Children/Students: \$15 per ticket, Adults: \$23 per ticket; get tickets online @ <https://warrenmiller.com/events/ellen-eccles-theatre>

- Saturday, October 25: Witches Dance & Fall Festival @ Laub Plaza (290 N. 100 W. Logan); includes food trucks and meet & greet with the witches for pictures; witches will be dancing @ 6:30pm, 7pm & 7:30pm
26. Parent Committee Meeting Report:
- Virtual Welcome Meeting held for the first Parent Committee Meeting
 - Trained parents on in-kind
 - Shared events coming up: Family Picnic in the Park & Family Fun Night
 - Family Advocates will share information about events with program families
 - Family Fun Night: light dinner & craft activity; Head Start parents/guardians are invited to attend with their Head Start children and siblings 12 and under
27. Calendar Review:
- Wednesday, October 1: Logan/Cache Family Fun Night, 4:30-6:30pm @ Bridger Park in Logan
 - Thursday, October 2-Friday, October 3: Preston & Paris Fall Break
 - Thursday, October 2: Brigham Family Fun Night 5:30-7:00pm @ the Brigham Head Start Center
 - Friday, October 3: Early Head Start Centers Closed
 - Thursday, October 9-Friday, October 10: Logan & Cache Fall Break
 - Tuesday, October 14: Budget Committee Meeting at 10:00am (Policy Council Treasurer will be elected next month & will attend these meetings.)
 - Tuesday, October 14: Tremonton Family Fun Night, 5:30-6:30pm @ the Tremonton Head Start Center
 - Tuesday, October 14: Preston Family Fun Night, 5:30-6:30pm @ the Larsen-Sant Library
 - Tuesday, October 14: Paris Family Fun Night, 5:30-6:30pm, location to be determined
 - Wednesday, October 15: Malad Family Fun Night, 5:30-6:30pm, location to be determined
 - Thursday, October 16-Friday, October 17: Box Elder & Malad Fall Break
 - Thursday, October 16: Policy Council Meeting, 6:00pm
 - Friday, October 24: Early Head Start Centers Closed
 - Tuesday, October 28: Board Meeting, 5:00pm (Policy Council Chairperson attends)

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