



Policy Council Report

April 28, 2025 Interim Policy Council Meeting Report

1. The hire request of Joni Down as a PHS Hyde Park Imagine Extended Day Aide was approved.
2. The hire request of Juanita Smith as a Disability Aide for all areas was approved.
3. The hire request of Lauren Casper as a PHS On-Call Teacher Assistant for all areas was approved.

*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 2024 to August 2025



Policy Council Report

May 15, 2025 Policy Council Meeting Report

1. The hire request of Jessica Rasmussen as an EHS Family Educator was approved.
2. The hire request of Starley Ray as a PHS Logan Extended Day Aide was approved.
3. The hire request of Mckenzy Bitterman as a PHS Logan Teacher Assistant was approved.
4. The hire request of Erin Jacobs as an EHS Pond Infant/Toddler Teacher was approved.
5. The transfer request of Lauren Casper from PHS On-Call Teacher Assistant to PHS Child Development Assistant for all areas was approved.
6. The transfer request of Sabrina King from PHS Richmond Teacher Assistant to EHS Pond Infant/Toddler Teacher was approved.
7. The May 2025 Lateral Transfer Requests were approved.
8. The Bear River Head Start P-Card Procedure was approved.
9. The Bear River Head Start Fiscal Procedure: Critical Fiscal Issues was approved.
10. The Bear River Head Start Timesheet Random Audit Procedure was approved.
11. The April 17, 2025 Policy Council Meeting Minutes were approved.
12. The April 28, 2025 Interim Policy Council Meeting Minutes were approved.
13. Holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed was approved.
14. No one was elected as Policy Council Treasurer for the remainder of the 2024-2025 Policy Council Year. Cassidy Macoubrie agreed to attend the Budget Committee Meetings as the Vice Chair representing Policy Council for the remainder of the year.
15. Karli Leonardi was elected as Policy Council Idaho Health Service Advisory Committee Member for the remainder of the 2024-2025 Policy Council Year.

16. Budget Committee & Fiscal Reports:

- Budgets are ready to be dispersed to the Coordinators
- We are 25% into the year and our spending matches that amount
- There most likely will not be a COLA (Cost of Living Adjustment) for our staff this year
- Fiscal is getting ready for the audit. It will be done earlier this year with the same company. The auditors should be on site in June.
- Fiscal will do the SEP distribution to the staff, which should be around 7-8%, after the audit is finalized
- Andy got the required reports turned in on time

17. Program Performance & Director's Reports:

- We are hitting all of our milestones. There are no issues and nothing to report of a negative nature. Everything is really positive.
- As the school year starts to wind down there is not as much to report
- We will be in the extensive program planning phase over the summer months and will report to Policy Council throughout that process

18. Board Report:

- Last Board meeting was pretty light
- The Audit should go well
- Everything is on time, going smoothly and looks really positive. We are prepared to keep moving forward.
- Board Meeting will be held virtually this month because their agenda is light again
- Utah Head Start Association (UHSA) has invited all programs to invite their parents to write a thank you letter to our Congressmen and Senators for helping us not have funding cuts. It can be a short letter letting them know the good things Head Start has done for you. Family Advocates, Teachers and Educators have instructions for any families that would like to do that.

19. Policy Council Concerns & Other Discussion Items:

- Nothing discussed

20. Community Report:

- Nothing reported

21. Parent Committee Meeting Report:

- Nothing reported

22. Calendar Review:

- Friday, June 6: Early Head Start Centers will be closed for staff training
- Thursday, June 12: Last day for Preschool Head Start Extended-Day Services
- Tuesday, June 17: Budget Committee Meeting at 10:00am
- Thursday, June 19: Policy Council at 7:00pm
- Tuesday, June 24: Board Meeting at 5:00pm

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