



Policy Council Report

August 6, 2025 Interim Policy Council Meeting Report

1. The hire request of Melinda Arnell as an EHS On-Call Infant/Toddler Teacher for both EHS Centers was approved.
2. The hire request of Grisel Antonio as an EHS Pond Infant/Toddler Teacher Assistant was approved.
3. The hire request of Michelle Nava as an EHS Pond Infant/Toddler Teacher Assistant was approved.
4. The hire request of Jakeline Huess 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 > About Us > Agency Information > Policy Council Reports & Meeting Minutes Archive > Policy Council Reports & Meeting Minutes September 2024 to August 2025



Policy Council Report

August 21, 2025 Policy Council Meeting Report

1. The August 2025 Lateral Staff Transfer Requests were approved.
2. The Bear River Head Start Job Descriptions were approved.
3. The Bear River Head Start Community Assessment was approved.
4. The Bear River Head Start Grantee Strategic Plan & Short-Term Goals were approved.
5. The July 17, 2025 Policy Council Meeting Minutes were approved.
6. The August 6, 2025 Interim Policy Council Meeting Minutes were approved.
7. Holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed was approved.
8. Budget Committee & Fiscal Reports:
 - Working on structuring a pay ladder scale for Teaching Staff based on education level moving forward; The Office of Head Start wants to ensure Teaching staff are being paid accordingly
 - Need to work with US Bank to increase the limit on Purchase Cards to \$5,000 per program area; they mistakenly gave the limit of \$5,000 for the entire grantee
9. Program Performance & Director's Reports:
 - All Performance Indicators are being hit with PHS Extended-Day Classes in session; PHS Part-Day Classes will begin after Labor Day
 - A notification from the Office of Head Start was received last month requesting payroll documentation for 2019-2022 along with all other documentation and records regarding a past issue with time cards and incorrect hours being reported by certain staff members and their supervisor
 - The request was a massive task that required a lot of time by our Fiscal Staff
 - The time card issue that occurred in 2022 was caught and reported. Bear River Head Start was placed on a Corrective Action Plan with our Regional Office. Policies and procedures were put in place to ensure this does not happen again. All requirements of the Corrective Action Plan were met. An internal investigation was performed and this was an isolated incident with those few staff members.
10. Board Report:
 - Board does not meet in July
 - A Board Member will attend the September Policy Council Meeting and will report on their August Board Meeting then
11. Policy Council Concerns & Other Discussion Items:
 - Discussion was held about changing the regular Policy Council meeting time to 8:00pm instead of 7:00pm
 - A questionnaire will be sent via email to Policy Council Members to vote on a time for the meetings moving forward; results will be shared with all Policy Council Members
12. Community Report:
 - No events were shared or items brought up for discussion
13. Parent Committee Meeting Report:

- Family Advocates will get the schedule to parents for Parent Committee Meetings this year; meetings will be held monthly
- Invitations will be shared for the September Meetings where discussion and elections will be held for leadership positions including Policy Council
- Current Policy Council Members encouraged to attend both the September and October Meetings to finish the 2024-25 Policy Council Service Year
- The 2025-26 Policy Council will attend October's Meeting to observe and take over meetings in November

14. Calendar Review:

- Monday, September 1: Labor Day; All Staff Off & All Centers Closed
- Tuesday, September 2: First Day of EHS Services for the 2025-26 School Year
- Tuesday, September 2: Open House Day for PHS Part-Day Classes
- Wednesday, September 3: First Day of PHS Part-Day Classes
- Friday, September 5: All EHS Centers Closed for Training
- Friday, September 12: Screenings for PHS Part-Day Classes
- Tuesday, September 16: Budget Committee Meeting at 10:00am (Policy Council Vice Chair to attend to represent Policy Council)
- Thursday, September 18: Policy Council at 7:00pm, unless the votes for meeting time show otherwise; Terrah will let the Policy Council Members know
- Friday, September 19: All EHS Centers Closed for Training
- Tuesday, September 23: Board Meeting at 5:00pm (Policy Council Chairperson to attend)
- Thursday, October 2 & Friday, October 3: Preston & Paris Fall Break
- Friday, October 3: EHS Centers Closed for Training

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