



Policy Council Report

September 3, 2026 Interim Policy Council Meeting Report

1. The hire request of Taylor Peterson as the PHS Paris Teacher Assistant was approved.
2. The hire request of Liz Rivera as a PHS Logan Extended Day Aide 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 2026 to August 2027



Policy Council Report

September 24, 2026 Policy Council Meeting Report

1. The 2026-27 Policy Council Members were welcomed and informed that Policy Council Meetings are recorded to help with the meeting minute taking process.
2. The hire request of Kayla Dalton as the PHS Hyde Park Discover Teacher Assistant was approved.
3. The hire request of Toni Mangum as the on-call PHS Paris Teacher Assistant was approved.
4. The hire request of Kimberley Keehn as the PHS Paris Classroom Assistant was approved.
5. Sydnee Noyes was elected as the 2026-27 Policy Council Chairperson.
6. Karli Leonardi was elected as the 2026-27 Policy Council Vice Chairperson.
7. Meeting virtually via Dialpad Meetings was approved as the 2026-27 PC Meeting Location.
8. 8:00pm was approved as the 2026-27 PC Meeting Time.
9. 8:00pm was approved as the 2026-27 Interim PC Meeting Time.
10. The 2025-26 Bear River Early Head Start Program Information Report (PIR) was approved.
11. The 2025-26 Bear River Preschool Head Start Program Information Report (PIR) was approved.
12. Operational Procedures 805 Use of Communication Systems & 805A Staff Personal Cell Phone, Photography and Electronic Device Policy were approved.
13. The Bear River Head Start Program Improvement Plan was approved.
14. The August 20, 2026 Policy Council Meeting Minutes were approved.
15. The September 3, 2026 Interim Policy Council Meeting Minutes were approved.
16. Holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed was approved.

17. The Bear River Head Start Program Workplans were reviewed.
18. The 2026-27 Bear River Head Start CACFP Meals Sites were reviewed.
19. Approval of the Bear River Head Start 990 Informational Tax Return falls under Board responsibility and was shared with Policy Council as information only.
20. Budget Committee & Fiscal Reports:
 - Budget Committee Meetings held monthly to discuss budget questions and/or concerns.
 - A representative from Policy Council will be elected to attend these meetings.
 - A Board Member also attends with the Program Directors.
 - Head Start receives flat funding; no increase despite rising costs.
 - We stay ahead of it and find ways to cut costs that won't affect the services for the children or families.
 - Budgets are looking better this year than last year at this time.
 - Last year we could see we would need to make some cuts and have done so, such as absorbing positions such as a receptionist whose job was combined with other duties.
21. Program Performance & Director's Reports:
 - The Program Performance Report will be sent out monthly and shows how well the program is meeting the milestones, deadlines and requirements.
 - We rarely have something happen that prevents us from doing so.
 - A Directors' Report is also sent out monthly which includes details and the background behind items being brought to the meetings for Policy Council approval.
 - Sarah uses this report as a teaching opportunity to make sure Policy Council understands how the program works and the direction it is going in.
22. Board Report:
 - Board met at the end of August.
 - They voted to approve the Infection Control Policy, the Job Descriptions, the Community Assessment and discussed and approved the 990 Informational Tax Return.
23. Policy Council Concerns & Other Discussion Items:
 - Policy Council can bring questions, comments or concerns to the meetings and discuss them during this agenda item. Let the Administrative Assistant know ahead of time so we can be sure to address the question as needed.
 - All parents should address questions or concerns with the staff member involved first (Teacher, Educator, Family Advocate).
 - Staff should not share questions or concerns with Policy Council Members. They must follow the appropriate lines of communication and talk with their supervisors.
 - Policy Council Members should not ask staff for questions or concerns to bring to Policy Council.
 - If questions come up during the meeting, Policy Council is welcome to ask and/or discuss.
 - We will work with the Family Development Team to share the information with each program area for their Policy Council Representative.
 - All parents/guardians of an enrolled child are part of a Parent Committee. Parent Committee Meeting dates and times will be shared with parents through their Family Advocate. These typically include a short meeting portion to discuss calendar items, the Policy Council Report, etc. followed by a workshop.
 - Last year's Policy Council Chairperson was thanked for his service as the Chair. He's done an amazing job!
24. Community Report:

- Policy Council Members can share anything going on in their communities that they would like other program parents to be aware of.
- We will make sure the Family Advocates also share events and resources for each area of the program.
- Policy Council Members will share anything they are aware of in their areas.
- Friday, October 2: Halloween Carnival at AJ Winters Elementary (535 Clay St. Montpelier, ID) from 3-6pm; trunk-or-treat, games, bounce houses, dinner available for purchase, costumes welcome
- Saturday, October 10: Paris Elementary Halloween Carnival from 3-7pm at 39 S. Fielding St. Paris, ID; bucket wagon rides, pop toss, face painting, fishing for a book, etc. Punch passes will be sold at the door; \$5 for a half sheet, \$8 for a full sheet
- Friday, October 23: Georgetown Halloween Carnival from 6-8 pm at Georgetown Elementary (142 Stringtown Rd. Georgetown, ID) ; raffle -\$1 per ticket, pumpkin carving/painting contest, pop walk, book walk, face painting, bounce house, duck pond, etc.

25. Parent Committee Meeting Report:

- Policy Council Members can share thoughts about Parent Committee Meetings, ask questions about them, etc. during this agenda item.

26. Calendar Review:

- We review the calendar items coming up for the following month.
- Calendars are shared with program families through the Family Advocates and are posted on the brheadstart.org website.
- Thursday, October 1-Friday, October 2: Preston Area Fall Break
- Friday, October 2: Early Head Start Centers Closed for Training
- Thursday, October 8-Friday, October 9: Fall Break for all Areas except for Preston
- Tuesday, October 13: Budget Committee Meeting at 10am (PC Treasurer Attends)
- Wednesday, October 14: EHS Socializations for Homebased families: Preston area from 10am-12pm at the Larsen-Sant Library; Brigham City area from 2-4pm at the Brigham City PHS Center; Cache/Logan area from 4-6pm at the Logan PHS Center
- Thursday, October 15: EHS Socializations for Homebased families: Soda Springs area from 10am-12pm at the Soda Springs Library; Malad area from 1:30-3:30pm at the Malad PHS Center
- Thursday, October 15: Policy Council Meeting at 8pm
- Wednesday, October 21: EHS Socializations for Homebased families: Preston area from 10am-12pm at the Larsen-Sant Library; Brigham City area from 2-4pm at the Brigham City PHS Center; Cache/Logan area from 4-6pm at the Logan PHS Center
- Thursday, October 22: EHS Socializations for Homebased families: Soda Springs area from 10am-12pm at the Soda Springs Library; Malad area from 1:30-3:30pm at the Malad PHS Center
- Friday, October 23: Early Head Start Centers Closed for Training
- Tuesday, October 27: Board Meeting at 5pm (PC Chair Attends)

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