



Policy Council Report

December 4, 2025 Interim Policy Council Meeting Report

1. The hire request of Shantel Gardner as the PHS Brigham City 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 2025 to August 2026



Policy Council Report

December 18, 2025 Policy Council Meeting Report

1. The December 2025 Lateral Staff Transfer Requests were approved.
2. Tyler Forster was elected as the 2025-26 Policy Council Vice Chair for the remainder of the year.
3. The November 20, 2025 Policy Council Meeting Minutes were approved.
4. The December 4, 2025 Interim Policy Council Meeting Minutes were approved.
5. Holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed was approved.
6. Robert's Rules of Order Training was received.
7. Budget Committee & Fiscal Reports:
 - Discussed budgets further: looking better
 - Lowered mileage reimbursement rate is going to help a lot
 - Absorbed two office capacity staff positions into one, only hired one person and has worked out well
8. Program Performance & Director's Reports:

- Brief report this month; things are going well
 - Policy Council asked what our budget and grant amount will be next year
 - We receive flat funding, there will not be an increase and may not be a COLA (Cost of Living Adjustment) like this year
 - We cannot change anything that has to do with services for the kids and families
 - Front line staff that work with the children and families are positions we must keep to be able to provide services
 - We will make adjustments in other areas that we can to save money as costs of rent, etc. increase and our funding does not
9. Board Report:
- Aurora was introduced as the new Policy Council Chairperson
 - Received CACFP Civil Rights training
 - Elected a new Board Vice Chair
 - Discussed personnel support and benefits, budget concerns, the lowered mileage reimbursement rate and a termination of an employee
10. Policy Council Concerns & Other Discussion Items:
- Nothing was discussed
11. Community Report:
- Nothing was reported
12. Parent Committee Meeting Report:
- Nothing was discussed
13. Calendar Review:
- Monday, December 22-Friday, January 2: Winter Break
 - Monday, January 5: Classes & Services Resume
 - Friday, January 9: Early Head Start Centers Closed for Training
 - Tuesday, January 13: Budget Committee Meeting at 10am (PC Treasurer to attend)
 - Wednesday, January 14: Early Head Start Socializations: 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, January 15: Early Head Start Socializations: Soda Springs area from 10am-12pm at the Soda Springs Library; Malad area from 1-3pm at the Malad PHS Center
 - Thursday, January 15: Policy Council Meeting at 8:30pm
 - Monday, January 19: Martin Luther King Jr. Day – All Staff off
 - Friday, January 23: Early Head Start Centers Closed for Training
 - Tuesday, January 27: Board Meeting at 5pm (PC Chair to attend)
 - Tuesday, January 27: Spanish Virtual Parent Committee Meeting at 6pm
 - Wednesday, January 28: English Virtual Parent Committee Meetings at 10am & 7pm

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