



Policy Council Report

February 19, 2026 Policy Council Meeting Report

1. The hire request of Abigail Anderson as a Health Specialist was approved.
2. The hire request of Shanna Spuhler as the PHS Paris On-Call Teacher Assistant was approved.
3. The February 2026 Lateral Staff Transfer Request was approved.
4. The Bear River Head Start ERSEA – Recruitment & Enrollment Policy was approved.
5. The Bear River Head Start Impasse Policy was approved.
6. The Bear River Head Start Child Accident & Injury Procedure was approved.
7. The January 15, 2026 Policy Council Meeting Minutes were approved.
8. The January 30, 2026 Interim Policy Council Meeting Minutes were approved.
9. Holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed was approved.
10. Approve the Audit Engagement Letters from Rudd & Company for 2025-26 audit services. This includes the audit of both financial and eligibility requirements. This item falls under Board responsibility and is listed as information only for Policy Council.
11. Active Supervision Assessment Updates were received.
12. Budget Committee & Fiscal Reports:
 - Fiscal Year ended 1/31; we were slightly under budget as the year ended
 - Discussed in-kind rates, budget related issues, how budgeting went last year & looking forward in the budgeting process for this fiscal year which started on 2/1
 - Discussed budget categories & how they align with our goals
 - Not a lot of correspondence from national association or Office of Head Start this month
 - Fiscal Team has been preparing for the Fiscal Area 2 (FA 2) Monitoring Review scheduled for February 24-27
 - Starting the close out process for last Fiscal Year; financials provided in the Fiscal Report this month will change some due to final year-end accruals and adjustments as the month of January is closed out over the next month or so
13. Program Performance & Director's Reports:
 - Everything is on par; not missing any milestones & don't have any requirements that haven't been met
 - Getting ready for the FA2 Monitoring Review; there will be three on-site reviewers, one for Fiscal, our lead reviewer Colleen Gallagher and one other who will help with site visits. Colleen will complete interviews and site visits. The review schedule is full and there will be a lot going on. We feel good about the review. We have good staff and services.
 - Aurora's last Policy Council Meeting; She has been fabulous; thanks for all you have done for Bear River Head Start
14. Board Report:
 - In January, Board approved: Daniel Macdonald as a new Board Member, the Bear River Head Start Board Member Job Description, the Board & Policy Council Code of Conduct, & the Board November 2025 Meeting Minutes
 - Tabled the vote on the Audit Engagement Letters until we had the official letters

- Signed up to attend Policy Council Meetings
 - Received the Fiscal, Director, Budget Committee & Policy Council Reports
15. Policy Council Concerns & Other Discussion Items:
- Nothing brought up for discussion
16. Community Report:
- Nothing shared
17. Parent Committee Meeting Report:
- Next scheduled Parent Committee Meetings are:
 - Tuesday, February 24: Spanish Virtual Parent Committee Meeting at 6pm
 - Wednesday, February 25: English Virtual Parent Committee Meetings at 10am & 7pm
18. Calendar Review:
- Wednesday, March 4: Early Head Start 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, March 5: Early Head Start Socializations for Homebased families: Soda Springs area from 10am-12pm at the Soda Springs Library; Malad area from 1-3pm at the Malad PHS Center
 - Friday, March 6: Early Head Start Centers Closed for Training
 - Thursday, March 12: Early Head Start Socialization for Homebased families: Soda Springs area from 10am-12pm at the Soda Springs Library
 - Tuesday, March 17: Budget Committee Meeting at 10am (Policy Council Treasurer & Board Representative attends)
 - Tuesday, March 17: Spanish Virtual Parent Committee Meeting at 6pm
 - Wednesday, March 18: Early Head Start 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
 - Wednesday, March 18: English Virtual Parent Committee Meetings at 10am & 7pm
 - Thursday, March 19: Early Head Start Socialization for Homebased families: Malad area from 1-3pm at the Malad PHS Center
 - Thursday, March 19: Policy Council Meeting at 8:30pm
 - Friday, March 20: Early Head Start Centers Closed for Training
 - Monday, March 23-Friday, March 27: Spring Break – Preston
 - Tuesday, March 24: Board Meeting at 5pm (Policy Council Chair attends)
 - Monday, March 30-Friday, April 3: Spring Break: Cache, Logan, Box Elder, Malad & Paris

*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