



Policy Council Report

March 10, 2026 Interim Policy Council Meeting Report

1. The hire request of Sheryl Gardner as a PHS Malad On-Call Teacher Assistant was approved.
2. The hire request of Kodie Godfrey as a PHS Preston, Smithfield & Hyde Park On-Call Teacher Assistant was approved.
3. The hire request of Camille Parkinson as a PHS Preston, Smithfield & Hyde Park On-Call 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 2025 to August 2026



Policy Council Report

March 19, 2026 Policy Council Meeting Report

1. The March 2026 Bear River Head Start Lateral Staff Transfer Requests were approved.
2. The Bear River Head Start mid-year Preschool Head Start Centerbased Child Development Outcomes were approved.
3. The Bear River Head Start mid-year Early Head Start Centerbased Child Development Outcomes were approved.
4. The Bear River Head Start mid-year Early Head Start Homebased Child Development Outcomes were approved.
5. The Bear River Head Start mid-year Family Development Outcomes were approved.
6. The February 19, 2026 Policy Council Meeting Minutes were approved.
7. The March 10, 2026 Interim Policy Council Meeting Minutes were approved.
8. Holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed was approved.
9. David Lengenfelder was elected as the new 2025-2026 Policy Council Chairperson for the remainder of the Policy Council Year.

10. Approving the 2026 annual contract with Jones Simkins to provide certain Fiscal Officer consulting services and provide oversight responsibilities falls under Board responsibility and was shared as information only for Policy Council.
11. Approving the 2025-2026 SEP distribution of up to 15% of wages for eligible staff falls under Board responsibility and was shared as information only for Policy Council. Estimated SEP for 2025 - 2026 fiscal year is 3% - 7.5%. The actual number is dependent upon the completion of the annual financial audit currently scheduled for May 2026.
12. Budget Committee & Fiscal Reports:
 - Budgets for this year were reviewed
 - Made sure everyone had them
 - Small changes were made to make them easier to read
 - If management staff has questions, further tweaks can be made
 - Want management staff to receive the budgets in a timely manner so they can track the money as we go along
 - Discussed money saving strategies due to receiving flat funding this year
 - We never take money away from the children and their learning experiences whether in the classrooms or the homebased program. The kids come first; We will never do anything that takes away from the quality of their education
13. Program Performance & Director's Reports:
 - Everything going well; hitting all milestones
 - ReNae Torbenson, who is over the Homebased program, pulls the data off of ChildPlus each month for the Program Performance Report
 - We passed our Focus Area 2 Federal Monitoring Review
 - A lot went into that review; it was intensive and covered everything
 - The results of these reviews show whether a program is doing all that they should
 - There is no lee-way; a program is either in compliance or not
 - Will use this as our self-assessment this year since this was such an in-depth and thorough review.
14. Board Report:
 - Nothing to report since Board and Policy Council met in a combined meeting last month
15. Policy Council Concerns & Other Discussion Items:
 - No questions were asked or items brought up for discussion
16. Community Report:
 - Nothing was shared for the Committee Report
17. Parent Committee Meeting Report:
 - This report is for Policy Council Members who have attended a recent Parent Committee Meeting to share what was discussed at the meeting
 - Policy Council Members were unable to attend the recent meetings and they asked for information about them
 - The information will be shared with families through their Family Advocates
18. Calendar Review:
 - Monday, March 23-Friday, March 27: Preston Spring Break; all centers closed and staff off
 - Monday, March 30-Friday, April 3: Cache, Logan, Box Elder, Malad and Paris Spring Break; all centers closed and staff off

- Wednesday, April 8: 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, April 9: 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, April 10: Early Head Start Centers Closed for Training
- Tuesday, April 14: Budget Committee Meeting at 10am (Policy Council Treasurer attends)
- Thursday, April 16: Policy Council Meeting at 8:30pm
- Tuesday, April 21: Spanish Virtual Parent Committee Meeting at 6pm
- Wednesday, April 22: English Virtual Parent Committee Meetings at 10am & 7pm
- Wednesday, April 22: 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, April 23: 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
- Tuesday, April 28: Board Meeting at 5:00pm (Policy Council Chair attends)
- Friday, May 1: Early Head Start Centers Closed for Training
- Calendar items for May will be reviewed next Policy Council Meeting
- Calendars are shared with families through their Family Advocates and posted on the website
 - Go to brheadstart.org>Resources>Calendars
- Last day of classes for PHS part-day classes in May 14
- Last day of classes for PHS extended-day classes is June 10

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