



Policy Council Report

April 10, 2026 Interim Policy Council Meeting Report

1. The hire request of Lindi Kerr as the PHS Malad Teacher Assistant was approved.
2. The hire request of Holly Kelly as the PHS Malad On-Call Teacher Assistant was approved.
3. The promotional transfer request of Kaycey Peterson from PHS Child Development Manager to Family Development Manager was approved.
4. The promotional transfer request of Faith Griffin from EHS Teacher Assistant (paid internship) to PHS Child Development Assistant for all areas was approved.
5. The promotional transfer request of Isabel Fairbanks from PHS Hyde Park Teacher Assistant to EHS Nest/Koop Infant/Toddler Teacher 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

April 16, 2026 Policy Council Meeting Report

1. The April 2026 Lateral Staff Transfers were approved.
2. The Bear River Head Start Fiscal Policies & Procedures were approved.
 - Included in the Fiscal Policies & Procedures are the:
 - Critical Fiscal Issues Procedure
 - Timesheet Random Audit Procedure
 - P-Card Procedure
 - the modifications to dual signatures for check signing
3. The March 19, 2026 Policy Council Meeting Minutes were approved.
4. The April 10, 2026 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. Policy Council was reminded to complete the Spring Policy Council Survey.
7. Budget Committee & Fiscal Reports:
 - Discussed the following:

- Budgets
 - Modifications to dual check signers
 - SEP Distribution
 - Budget modifications have been helping
 - COLA (Cost of Living Adjustment) not anticipated
8. Program Performance & Director's Reports:
- Meeting all milestones; everything is looking good
 - Will be working on:
 - Program Planning,
 - Finishing up this year,
 - Recruiting and enrolling for next year
 - Program Parents are our best recruiters; please spread the word that now is the time to sign up for services for next year to anyone who might qualify
9. Board Report:
- Met March 24 and met new Policy Council Chairperson
 - Approved the following:
 - Preschool Head Start Centerbased Outcomes
 - Early Head Start Centerbased Outcomes
 - Early Head Start Homebased Outcomes
 - Family Development Outcomes
 - Bear River Head Start Board Bylaws
 - Bear River Head Start Articles of Incorporation
 - February Meeting Minutes
 - Contract with Jones Simkins for Andy Hernandez' services
 - Elected Brooks Bodily as the new Vice Chairperson
 - Susan Findlay moved into the Chairperson position
 - Discussed possible SEP Distribution
 - Received the usual reports
10. Policy Council Concerns & Other Discussion Items:
- Policy Council Vice Chairperson may move before the end of this Policy Council Year
11. Community Report:
- Tremonton Parent Teacher Meeting on Wednesday, April 22
12. Parent Committee Meeting Report:
- Nothing additional shared
13. Calendar Review:
- Tuesday, April 21: Spanish virtual Parent Committee Meeting at 6pm
 - Wednesday, April 22: English virtual Parent Committee Meeting at 10am & 7pm; information should have been shared by the Family Advocates. If you have any questions reach out to them.
 - Friday, May 1: Early Head Start Centers Closed for Training
 - Wednesday, May 6: 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, May 7: 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

- Thursday, May 14: Last Day of Preschool Head Start Part-Day Services, preschool classrooms that are four hours per day
- Friday, May 15: Early Head Start Centers Closed for Training
- Tuesday, May 19: Budget Committee Meeting at 10am (Policy Council Treasurer attends)
- Wednesday, May 20: 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, May 21: 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
- Thursday, May 21: Policy Council Meeting at 8:30pm
- Monday, May 25: Memorial Day – All staff off and all centers closed
- Tuesday, May 26: Board Meeting at 5pm (Policy Council Chair attends)
- Friday, June 5: Early Head Start Centers Closed for Training
- Wednesday, June 10: Last day of Preschool Head Start Extended-Day Services, preschool classrooms that are six hours per day

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