

Policy Council Report

October 15, 2026 Policy Council Meeting Report

1. Policy Council & In-kind Training was given.
2. The hire request of Isabelle Holbrook as a PHS Brigham City Teacher Assistant was approved.
3. The hire request of Camille Yoder as an EHS Family Educator was approved.
4. The hire request of Luxy Jones as an EHS Pond Infant/Toddler Teacher Assistant was approved.
5. The transfer request of Kenzie Jones from On-Call Family Advocate to On-Call PHS Teacher was approved.
6. Jessica Farrar was elected as the 2026-27 Policy Council Secretary.
7. Lillian Woolstenhulme was elected as the 2026-2027 Policy Council Treasurer.
8. Kendall Montoya was elected as the 2026-27 Policy Council Utah Health & Mental Health Service Advisory Committee Member.
9. Jessica Farrar & Lilllian Woolstenhulme were elected as 2026-27 Policy Council Idaho Health & Mental Health Service Advisory Committee Members.
10. The Bear River Head Start Report to the Public was approved.
11. The Bear River Head Start Program Data Protection Policies were approved.
12. The Bear River HS/EHS (08CH012487) Continuation Grant Application in the amount of $9,139,161 for the 2027 - 2028 grant year consisting of $5,506,181 to serve 327 Head Start funded children in center-based option in Utah and Idaho and $3,632,980 to serve 171 Early Head Start funded children in center-based and home-based options in Utah and Idaho was approved. This is for funding for year four of a five-year grant cycle.
13. The September 24, 2026 Policy Council Meeting Minutes were approved.
14. Holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed was approved.
15. 2026-27 Community Representative suggestions were asked for.
16. Active Supervision Assessment Updates were given.
17. Fiscal & Grant Training was given.
18. Budget Committee & Fiscal Reports:
    - Always review the budgets to see how the spending looks; with flat funding we are very careful with the money, budgets & spending
    - Discussed staff appreciation gift cards; the amount will go to Board for approval if we have room in the budget
    - Main items of focus currently are high costs of health insurance, flat funding & analyzing if we have room in the budget for something for staff retention
19. Program Performance & Director's Reports:
    - ReNae Torbenson compiles the data for the Program Performance Report each month
        - The report outlines if we are meeting the required milestones in the Performance Standards or if any are missed
        - Very rare that we do not hit a milestone; staff and Directors are really good to stay on top of things
    - A lot of program documents were sent to both Policy Council & Board last month
        - Not as much going on this month in that vein; just normal program operations
20. Board Report:

- Policy Council had a lot to discuss for this meeting; a lot of voting, reading and researching
- Last month, Board voted to approve the:
    - ’25-26 PIR for Head Start & Early Head Start,
    - Staff Personal Cell Phone, Photography & Electronic Device Policy; Board feels this policy is a good idea as cell phones can do a lot of things now
    - Program Improvement Report which includes the self-assessment, program improvement, short-term goals, parent & staff surveys, etc.
- Board reviewed a lot of information; they rely on the Executive Director to inform both Board & Policy Council so they can vote correctly
- Policy Council will get to know the Board Members; they are awesome & serve us so much
- We are grateful to both Board and Policy Council for everything you do
- The Staff, Parents and the Board work really well together

21. Policy Council Concerns & Other Discussion Items:
    - Parents/guardians should direct any questions or concerns to the staff member it involves (Teacher, Educator, Family Advocate, etc.)
    - If needed, parents/guardians can ask to speak with that person’s supervisor
    - Parents/guardians can share concerns with their Policy Council Representative after talking with the staff it involves first
    - Concerns addressed during Policy Council are more serious in nature
    - If the concern can be addressed right away, we will do so, with the Policy Council Representative and/or the parent/guardian
    - If the concern needs to be discussed during a meeting, we will have the correct people on the call to do so
    - The procedure for how parents/guardians should follow to have concerns addressed will be shared with program families through their Family Advocates and is included in the Parent Handbooks posted on the brheadstart.org website
    - Staff should take their questions and concerns to their supervisor; staff should not bring concerns to Policy Council Members; Policy Council Members should not ask staff for questions or concerns
    - If something comes up during a Policy Council Meeting that Policy Council has a question about, they should ask
    - Policy Council time reviewing the packets of information counts as in-kind time; no set amount; some do a quick review & others read through the entire packet; Each Policy Council and Board Member can decide what is best for them to feel prepared for the meetings
    - We review each agenda item during the meetings to make sure Board and Policy Council understand what is being brought before them; there are months when a lot of information is shared
22. Community Report:
    - Policy Council Representatives can share information about events, classes, resources, etc. in their communities that would be of benefit to other program families; specifically free or low cost family activities and those specifically for children ages 0-5
    - Information about community events can also be shared with Family Advocates & will be shared with other program families
    - Outward Bound provides adaptive outdoor equipment

- October: Scarecrow Walk in front of Tremonton & Corrine Main Street Businesses and other decorations
- Saturday, October 24: Special Needs Trunk or Treat at the Portneuf District Library (5210 Stuart Avenue Chubbuck, Idaho) from 3-5pm

23. Parent Committee Meeting Report:
    - Family Advocates will share information about these events with families
    - The dates for these meetings are included on a monthly calendar that is posted to the brheadstart.org website & shared with program families
    - One Policy Council Member attended a Parent Committee Meeting & shared the Policy Council Report with the other program parents on the meeting call
24. Calendar Review:
    - Wednesday, November 4: 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, November 5: 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, November 6: Early Head Start Centers Closed for Training
    - Tuesday, November 10: Spanish Virtual Parent Committee Meeting at 5pm.
    - Wednesday, November 11: English Virtual Parent Committee Meetings at 10am & 6pm
    - Tuesday, November 17: Budget Committee Meeting at 10am (PC Treasurer Attends)
    - Wednesday, November 18: 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, November 19: 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, November 19: Policy Council Meeting at 8pm
    - Tuesday, November 24: Board Meeting at 5pm (PC Chair Attends)
    - Wednesday, November 25-Friday, November 27: Thanksgiving Break; All Staff Off & Centers Closed
    - Friday, December 4: Early Head Start Centers Closed for Training

*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

October 26, 2026 Interim Policy Council Meeting Report

1. The hire request of Kristin Blevins as an on-call PHS Teacher for all areas was approved.
2. The hire request of Jetta Remund as the PHS Preston Classroom Assistant was approved.

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