

Officer Signature Aurora RosasDate 01-15-2026

BEAR RIVER HEAD START POLICY COUNCIL 2025-2026 Meeting Minutes

Date: Thursday, December 18, 2025	Start Time: 8:30PM End Time: 9:07PM	Location: Dialpad Meetings: 1-888-602-7505	
2025-2026 Policy Council Members' Attendance		YES	NO
Lacy Rasmussen*	Brigham Representative		E
David Lengenfelder*	Tremonton Representative	X	
Tyler Forster*	Hyde Park Representative	X	
Kalista Leishman*	Logan Representative	X	
Jessica Crook* (Treasurer & UT HSAC)	Hyrum Representative		X
Aurora Rosas* (Chair)	Smithfield Representative	X	
Karli Leonardi* (Secretary & ID HSAC)	Malad Representative	X	
Annika Knorr*	Paris Representative		X
Kristin Fellows*	Preston Representative	X	
Yasmeen Ayala*	Nest/Koop Representative		X
Sharandy Appiah*	Fishpond Representative	X	
Susan Findlay	Board Representative	X	
	Community Representative		

*Trained & Seated Policy Council Members

Members needed for a Quorum: 6	
Number of Voting Members who attended the meeting: 7	Number of Non-Voting Members who attended the meeting (including the Policy Council Officer conducting the meeting): 1
Do we have a Quorum? YES	
Meeting Called to Order By: Aurora Rosas (Policy Council Chairperson) Meeting Facilitated By: Terrah Smith (Administrative Assistant) Additional Staff in Attendance: Sarah Thurgood (Executive Director), Kristie Curtis (Family Services Coordinator), Steph Wood (Centerbased Coordinator)	

1. Vote to approve the December 2025 Lateral Staff Transfer Requests – Steph Wood

There are three lateral staff transfers this month. Zoe White was a paid intern. She is no longer going to school and has asked to transfer to an On-call Teacher Assistant. Iveth Wences is transferring from a Centerbased Assistant to a CACFP Assistant and Sinai Ocampo was a CACFP Specialist and is requesting to be a CACFP Assistant. Policy Council was asked if they had any questions about these lateral staff transfers. No questions were asked.

Motion to approve the 2025 Lateral Staff Transfer Requests

Motion: David Lengenfelder	Seconded: Susan Findlay	Approved: Yes
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2. Elect the 2025-2026 Policy Council Vice Chairperson for the remainder of the Policy Council Year – Terrah Smith

We have one new Policy Council Member on the call tonight. Welcome Tyler!
Last month we held another election for a Chairperson since our prior Chairperson had to resign from Policy Council. Aurora Rosas volunteered to take that position. She was previously elected as the Vice Chairperson so we now need to elect another Vice Chair. All of the elected officers stay seated in their positions from now until next September when the new Policy Council will

elect their officers. The officers elected for this year may be asked to attend that meeting to help train the incoming Policy Council Members as they elect their officers. We expect all Policy Council Officers to follow the Code of Conduct which means being professional and working together toward problem solving. The main duty of the Vice Chairperson is filling in for the Chairperson if they are unable to attend a Policy Council Meeting by conducting the meeting. If asked to do so, Terrah, the Administrative Assistant would work with the Vice Chairperson and make sure they had everything they would need and were comfortable to conduct. The Vice Chairperson is not asked to attend a Board Meeting in the place of the Chairperson. Policy Council was asked if there was anyone willing to put forth their name to fill the Vice Chairperson position for the remainder of the year or if they had any questions about the position. Policy Council asked for clarification regarding the Vice Chair's duties. The Vice Chair would step in to conduct a Policy Council Meeting if the Chairperson is unable to attend and Terrah would provide support. Aurora, as the Chairperson, has been conducting the meeting tonight. She called the meeting to order and began going down through the agenda. That is what the Vice Chairperson would be asked to do if Aurora could not attend a Policy Council Meeting. Tyler Forster put her name forward to fill the Vice Chairperson position. Other nominations were asked for. No other names were put forth. Tyler was asked to leave the call during the voting process. The Board Member attending Policy Council asked if Tyler will automatically become the Chairperson next year. No, that is how Board works; however, Policy Council elects their officers each year and all of the Policy Council Representatives have to be elected each year by the current parents in the program. It starts fresh each year. Tyler rejoined the meeting after the voting was completed. Congratulations, you were elected as the Vice Chair! Terrah will reach out after Winter Break to provide brief officer training. If you have any questions, you can reach out to Terrah.

Motion to approve Tyler Forster as the 2025-2026 Policy Council Vice Chairperson for the remainder of the Policy Council Year

Motion: David Lengenfelder	Seconded: Kalista Leishman	Approved: Yes
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3. Vote to approve the November 20, 2025 Policy Council Meeting Minutes – Aurora Rosas

Policy Council was asked if they had any questions or discussion about the meeting minutes. No questions were asked or changes made to the November 20, 2025 Policy Council Meeting Minutes.

Motion to approve the November 20, 2025 Policy Council Meeting Minutes

Motion: David Lengenfelder	Seconded: Kristin Fellows	Approved: Yes
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4. Vote to approve the December 4, 2025 Interim Policy Council Meeting Minutes – Aurora Rosas

Policy Council was asked if they had any questions or discussion about these meeting minutes. No questions were asked or changes made to the December 4, 2025 Interim Policy Council Meeting Minutes.

Motion to approve the December 4, 2025 Interim Policy Council Meeting Minutes

Motion: David Lengenfelder	Seconded: Kristin Fellows	Approved: Yes
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5. Vote to approve holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed – Aurora Rosas

Policy Council was asked if they had any questions or discussion about this agenda item. No questions were asked or discussion held.

Motion to approve holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed

Motion: David Lengenfelder	Seconded: Susan Findlay	Approved: Yes
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6. Robert's Rules of Order Training – Terrah Smith

Policy Council is familiar with the Robert's Rules of Order voting process already as they just completed all of the voting for this meeting. As a review:

- Step 1: Our conducting officer introduces the item on the agenda to be approved by saying, "We will now vote to approve..."
- Step 2: The officer opens a discussion on the item to be approved: "Are there any questions or further discussion?"
- Step 3: The Officer entertains a motion and asks for someone to first the motion: "I will entertain a motion to approve.... Will someone first that motion?"
- Step 4: A voting member makes a motion: States their name and "I motion that we approve..." or just states their name, to be included in the minutes.
- Step 5: The conducting officer asks for someone to second the motion: Another voting member seconds the motion by stating their name and "I second the motion to approve..." or just stating their name.
- Step 6: The officer reviews the motion made and asks for the affirmative and negative votes: "It has been motioned that we approve.... All in favor say 'aye'." "Are there any opposed?"
- Step 8: The officer announces the result of the voting: "This motion passes," "This motion does not pass," or "This motion has been tabled." For motions to pass, the majority must be in favor of the item being approved. If there is a negative vote, we will take an individual vote to determine the majority. Sometimes voting on an item is tabled until the following month to allow Policy Council time to consider. This was done last month for the election of a new Vice Chairperson.

Policy Council was asked if they had any questions about Robert's Rules of Order. No questions were asked.

7. Budget Committee & Fiscal Reports – Sarah Thurgood

At our Budget Committee Meeting we looked deeper into our budgets and spending and it's looking better. There were a couple months where we had higher expenses. Last month we discussed and decreased the mileage reimbursement rate during Policy Council and Board Meetings and that is going to help a lot. That was the main item of discussion during our Budget Committee Meeting. This will not affect the services to the children and families. We did need to absorb a couple of positions but we are moving forward. Policy Council asked for clarification about the recent adjustments made. We lowered the mileage reimbursement rate and then we also had a few open positions and absorbed those. They were not Teacher or Teacher Assistant positions. They were for office capacity staff so we combined some jobs to hire one person instead of two and that has worked out well.

8. Program Performance & Director's Reports – Sarah Thurgood

The Director's Report was brief this month. Some months there is a lot to discuss but this month has been pretty quiet and things are going well. The children and staff will be on winter break after tomorrow and then we'll be back January 5. Policy Council was asked if they had any questions. Policy Council asked what our budget will look like next year and the amount of our federal grant. Our grant is in process of being renewed right now. Our grant year goes through January 31 and restarts February 1. We will receive the same amount of funding next year as we had this year. We receive flat funding so there is no increase. There also may not be a COLA (Cost of Living Adjustment) next year just like we did not have one this year. Knowing that, there are some things in the program that cannot be fiddled with such as anything that has to do with the services to the children and families. As costs increase for rent, etc., we, as a program, need to figure out other ways to save money where we can. That is why we adjusted

the mileage reimbursement rate. For open positions, we have to look at if we need to hire another person or if we can absorb the position into a position we already have someone hired for. The Teachers, Teacher Assistants, Family Educators, Advocates, the people that work with the kids and families, are positions that we cannot do without. They are front line staff and we would not be able to provide services without them. Anywhere else we can figure out how to absorb, we will. We can anticipate next year having to make cuts. Going into it, knowing our budget is going to be tighter with the flat funding, we will make adjustments to make it work.

9. Board Report – Susan Findlay

Board discussed several things at their last meeting. Aurora was introduced as the Policy Council Chair. They received CACFP Civil Rights training and elected a Board Vice Chair. Board also discussed personnel support and benefits, budget concerns, the lowered mileage reimbursement rate and a termination of an employee and the reasons that was needed.

10. Policy Council Concerns & Other Discussion Items – Policy Council Representatives

Policy Council was asked if they had anything to report. No items were brought up for discussion or questions asked.

11. Community Report – Policy Council Representatives

Policy Council was asked if they had anything to discuss for this item. Nothing was reported.

12. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if they had anything to discuss or report. No discussion was held.

13. Calendar Review – Terrah Smith

- 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

14. Vote to adjourn the December 18, 2025 Policy Council Meeting – Aurora Rosas

With no other business to conduct, the December 18, 2025 Policy Council Meeting was adjourned at 9:07pm.

Motion to adjourn the December 18, 2025 Policy Council Meeting

Motion: Susan Findlay

Seconded: Tyler Forster

Approved: Yes