

Officer Signature Aurora Rosas

Date 02-19-2026

**BEAR RIVER HEAD START POLICY COUNCIL  
2025-2026 Meeting Minutes**

<b>Date:</b> Thursday, January 15, 2026	<b>Start Time:</b> 8:30PM <b>End Time:</b> 9:05PM	<b>Location:</b> Dialpad Meetings: 1-888-602-7505	
2025-2026 Policy Council Members' Attendance		YES	NO
Lacy Rasmussen*	Brigham Representative	X	
David Lengenfelder*	Tremonton Representative	X	
Tyler Forster* (Vice Chair)	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	
Suzie Yeates	Board Representative	X	
	Community Representative		

**\*Trained & Seated Policy Council Members**

Members needed for a Quorum: 6	
Number of Voting Members who attended the meeting: 10	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 hire request of Raegan Aplanalp as a PHS Logan Teacher Assistant (paid internship) – Steph Wood		
Raegan is originally from Virginia. She is currently a Sophomore at Utah State University studying Human Development and Family Studies and is hoping to become a Child Life Specialist in a hospital after she completes her schooling. Raegan served a mission for her church and got home in April. She speaks Spanish and is excited to help the children at Bear River Head Start that don't speak English to feel included and welcomed; she loves working with children. Raegan has been a babysitter since she was 13 and a Camp Counselor to young adults. She loves helping people feel included and welcomed in the places they are in. She is super excited to start this internship		
Motion to approve the hire request of Raegan Aplanalp as a PHS Logan Teacher Assistant (paid internship)		
Motion: David Lengenfelder	Seconded: Karli Leonardi	Approved: Yes

**2. Vote to approve the hire request of Hannah Prusse as a PHS Logan Teacher Assistant**

<b>(paid internship) – Steph Wood</b>		
Hannah is from Tooele, Utah, which is about 45 minutes away from Salt Lake. She is currently a Junior in the Education Program at Utah State University. Her goal is to teach Kindergarten or First Grade; she loves the younger grades. Maybe she'll get her Master's Degree and continue into Social Work to advocate for people with disabilities. Hannah has lots of experience working in child care. Her first job was working in a day care and she coached cheer for ages 3-18. She was a Kindergarten Aide for two years and now substitute teaches around the valley. Hannah would love to have this opportunity to participate in this internship and continue her education. She loves being around kids and helping them.		
<b>Motion to approve the hire request of Hannah Prusse as a PHS Logan Teacher Assistant (paid internship)</b>		
<b>Motion: David Lengenfelder</b>	<b>Seconded: Karli Leonardi</b>	<b>Approved: Yes</b>

<b>3. Vote to approve the hire request of Madison Bracken as a PHS Logan Extended-Day Aide – Steph Wood</b>		
Madison has lived in Logan her whole life. She is currently majoring in Vocal Performance at Utah State University. Her end goal is to become a Voice Teacher. She loves any kind of art and babysitting. She was babysitting most of today. Madison loves hiking in the beautiful mountains of Cache Valley. She graduated from Ridgeline High School in 2023. One of her favorite classes was Child Development. The week she took home her robotic baby, it was crying in the night and her mom got up to check on it before she did. Her mom tripped over a basket while holding it and accidentally threw it. Madison had to explain that to her teachers and it was an awkward moment. Madison feels she would be good for this position because she loves children. When she walked into her interview, she heard the children laughing and it really made her day. She knows how to diffuse difficult situations such as tantrums and disagreements with other children in a kind and calm manner. She babysits a child who is bipolar and has experience diffusing some situations with her. Madison believes that kindness and patience can make a huge difference in a child's life and that laughter is the best medicine.		
<b>Motion to approve the hire request of Madison Bracken as a PHS Logan Extended-Day Aide)</b>		
<b>Motion: Karli Leonardi</b>	<b>Seconded: Kalista Leishman</b>	<b>Approved: Yes</b>

<b>4. Vote to approve the promotional transfer request of Gabriela Valdez from PHS Logan Teacher Assistant (paid internship) to PHS Logan On-Call Teacher – Steph Wood</b>		
When transfers result in a promotion and job description change, we have that staff member attend Policy Council to introduce themselves and the transfer is voted on for approval individually. Gabriela is originally from Oklahoma. Since she got married and her husband is from here, they decided to move here. She recently graduated with a Bachelor's of Science Degree in Child Development. Gabriela is excited to continue working at Bear River Head Start. She was able to complete her internship here and is so excited to continue working with the children and staff. She loves the staff she got to know while interning here. Gabriela has one child and one on the way.		
<b>Motion to approve the promotional transfer request of Gabriela Valdez from PHS Logan Teacher Assistant (paid internship) to PHS Logan On-Call Teacher</b>		
<b>Motion: David Lengenfelder</b>	<b>Seconded: Tyler Forster</b>	<b>Approved: Yes</b>

<b>5. Vote to approve the January 2026 Lateral Staff Transfer Requests – Steph Wood</b>		
We have one lateral staff transfer request this month for Jessica Spradlin. She has worked for us for quite a while. She is currently a Teacher Assistant paid intern at the Hyde Park Center and is asking to transfer to an On-call Teacher Assistant. Her available hours are going to go		

down a little bit. She felt like this would be a better fit for her to be able to continue working with us while she finishes up school.

**Motion to approve the January 2026 Lateral Staff Transfer Requests**

**Motion: David Lengenfelder**

**Seconded: Karli Leonardi**

**Approved: Yes**

**6. Vote to approve the Bear River Head Start/Early Head Start Board & Policy Council Code of Conduct – Sarah Thurgood**

Every year we must bring the Code of Conduct for Board and Policy Council before Policy Council for review and a vote for approval. Everyone at Bear River Head Start has a Code of Conduct, staff, Board and Policy Council which outlines the expectations for behavior. This makes it clear and people know what they are expected to do. We review some of these expectations at the beginning of each Policy Council Meeting as well. Policy Council was asked if they had any questions about the Code of Conduct. No questions were asked.

**Motion to approve the Bear River Head Start/Early Head Start Board & Policy Council Code of Conduct**

**Motion: Kalista Leishman**

**Seconded: David Lengenfelder**

**Approved: Yes**

**7. Vote to approve the December 18, 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 December 18, 2025 Policy Council Meeting Minutes.

**Motion to approve the December 18, 2025 Policy Council Meeting Minutes**

**Motion: Karli Leonardi**

**Seconded: Kristin Fellows**

**Approved: Yes**

**8. 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 regarding this. No questions were asked or discussion held about this agenda item.

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

**Motion: Karli Leonardi**

**Seconded: David Lengenfelder**

**Approved: Yes**

**9. Volunteers to help with the Fiscal Area 2 (FA2) Federal Review the week of February 23, 2026 – Sarah Thurgood**

We're going to be having our Federal Review for the program the week of February 23. Sarah had written there wasn't a lot going on in her Director's Report and then we got the notification two days later from the Office of Head Start that we are up for review. During the Review, part of the process will include meeting with parents in the program to ask what their experience has been having children in Head Start whether in Centerbased or Homebased, Head Start or Early Head Start. Policy Council Members were asked if they are interested in participating in the Parent Interview. We don't have a date or time yet but the reviewers are very respectful of parent time as they know you are busy. It will be over the phone and they can schedule it in the evening if that works best for the parents. If interested in participating, let Terrah know. It is not hard and we can provide support to those interested in participating. Usually they ask how your experience has been, what it's been like and if you're happy with your experience. We can provide you with the questions they will ask beforehand.

**10. Budget Committee & Fiscal Reports – Sarah Thurgood**

Budget Committee talked a lot about the budget this month. Things are looking better since

implementing the mileage reimbursement decrease from \$0.70 to \$0.50. We're also being very careful about what we're using mileage reimbursement for. We're using company vehicles more and having staff carpool when they can. Budget Committee also discussed closing out this grant year; the final day of the grant year is 1/31. Next year's grant application is back in Washington, D.C. being reviewed and processed. We haven't heard that it's been approved yet and are watching for that award. Andy let the Coordinators ask any budget questions they had. Things are looking a lot better than last month. We should be able to close out the grant year without any issues or problems. Policy Council was asked if they had any questions. No questions were asked.

#### **11. Program Performance & Director's Reports – Sarah Thurgood**

The Director's Report was so short because it was written the second day back from Winter Break and we didn't have a lot going on then. Sarah makes sure to keep Policy Council and Board aware of any updates and these items have already been discussed during other agenda items. Policy Council was asked if they had any questions. No questions were asked.

#### **12. Board Report – Suzie Yeates**

Board does not meet in December; there were no updates to give.

#### **13. Policy Council Concerns & Other Discussion Items – Policy Council Representatives**

Policy Council asked what the reports are for. Looking at the agenda, from the Budget Committee & Fiscal Reports to the end are items and reports that are discussed during every Policy Council Meeting. For the Policy Council Concerns & Other Discussion Items Report, if any Policy Council Members have a question or something you'd like to discuss about services, etc., you can bring it up during this part of the meeting. We ask that if you know you have something to discuss ahead of time, let Terrah know so we can make sure to have the right people on the call to be able to answer your question. If a question comes up during a meeting, you can bring it up during this part of the meeting or if it's related to an item being presented on, you can bring it up during that discussion.

#### **14. Community Report – Policy Council Representatives**

For this report, Policy Council Members can share information about anything they know going on in the community. It can be an event or things like a Little Lambs Diaper Drive or a Divvy Up sale. Anything going on in the community that you feel other parents might be interested in can be shared during this portion of the meeting. No items were shared.

#### **15. Parent Committee Meeting Report – Policy Council Representatives**

For the Parent Committee Meeting Report, Policy Council Members who have attended a Parent Committee Meeting recently can share how it went and give a short report on it. Our next Parent Committee Meetings are being held the final week of January on the 27<sup>th</sup> and 28<sup>th</sup> so there may not be much to report about these meetings tonight. Parents should be hearing about Parent Committee Meetings from their Family Advocates and receiving invites. Those meetings are held virtually. We will follow up with the advocates to make sure all parents get that information.

A Policy Council Member asked how other Policy Council Members are connecting with the other parents in their part of the program. This Policy Council Member has attended Parent Committee Meetings and hasn't communicated much with other parents, and parents haven't reported concerns during those meetings. Where Parent Committee Meetings are held virtually, interactions with the other parents may not happen as much during them. If parents have any concerns or questions, we always encourage them to talk with the staff person it involves first.

We hope the parents are doing this. If a parent does share a concern during a Parent Committee Meeting, they would be asked to follow up with their child's Teacher, Educator or Family Advocate first, depending on what their concern was. If they have done so and don't feel like their question has been answered or the concern has been resolved, that information can be brought to Policy Council for discussion. If that is the case, let Terrah know ahead of time. She will work with the staff that can help answer the question. They may reach out to the Policy Council Member or the parent who had the question. It could also be discussed during a Policy Council Meeting depending on what the question or concern is. We don't typically have a lot of parents who seek out their Policy Council Representative to have questions answered. That is a good thing because that means they are addressing them with the staff which is what they should be doing to get answers and their needs met.

**16. Calendar Review – Terrah Smith**

- Wednesday, February 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, February 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, February 6: Early Head Start Centers Closed for Training
- Wednesday, February 11: 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, February 12: 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
- Monday, February 16: President's Day – All Staff Off
- Tuesday, February 17: Budget Committee Meeting at 10am (Policy Council Treasurer attends)
- Thursday, February 19: Combined Policy Council & Board Meeting at 8:30pm
- Friday, February 20: Early Head Start Centers Closed for Training
- Tuesday, February 24: Spanish Virtual Parent Committee Meeting at 6pm
- Wednesday, February 25: English Virtual Parent Committee Meetings at 10am & 7pm

**17. Vote to adjourn the January 15, 2026 Policy Council Meeting – Aurora Rosas**

With no other business to conduct, the January 15, 2026 Policy Council Meeting was adjourned at 9:05pm.

**Motion to adjourn the January 15, 2026 Policy Council Meeting**

<b>Motion: Kristin Fellows</b>	<b>Seconded: David Lengenfelder</b>	<b>Approved: Yes</b>
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