

Officer Signature Tyler Forster

Date 03-19-2026

**BEAR RIVER HEAD START POLICY COUNCIL
2025-2026 Meeting Minutes [Combined with Board]**

Date: Thursday, February 19, 2026	Start Time: 8:30PM End Time: 9:31PM	Location: Dialpad Meetings: 1-888-602-7505	
2025-2026 Policy Council Members' Attendance		YES	NO
Lacy Rasmussen*	Brigham Representative	X	
David Lengenfelder*	Tremonton Representative		E
Tyler Forster* (Vice Chair)	Hyde Park Representative	X	
Kalista Leishman*	Logan Representative		E
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		E
Sharandy Appiah*	Fishpond Representative	X	
Brooks Bodily	Board Representative	X	
	Community Representative		

***Trained & Seated Policy Council Members**

Members needed for a Quorum: 6	
Number of Voting Members who attended the meeting: 6	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), Andy Hernandez (Fiscal Officer), Kristie Curtis (Family Services Coordinator), Steph Wood (Centerbased Coordinator)	

1. Policy Council vote to approve the hire request of Abigail Anderson as a Health Specialist – Kristie Curtis

Abigail is from West Jordan, Utah. She likes ballet, playing tennis, embroidery and everything to do with beauty and wellness. Abigail recently graduated from Utah State University with a Bachelor's degree in Psychology and a minor in Business. She currently works as an IT Service Desk Technician and recently worked as a Behavioral Technician where she implemented therapy plans for kids with Autism. Abigail is excited to work as a Health Specialist because she knows how important physical health is as well as the mental health connection to that with her education in Psychology which is what makes her so passionate about mental health. She really loves how Bear River Head Start emphasizes nutrition and health for the kids in the program and is excited to be a part of that. Abigail feels she would be good for this position because she has psychological experience that provides her with a good basis for health information, specifically how mental health integrates with physical health. She is a committed, passionate person and is skilled at communication, team work and organization. She also has experience working with confidential information. Abigail is excited for this opportunity.

Policy Council motion to approve the hire request of Abigail Anderson as a Health Specialist – Kristie Curtis

Specialist		
Motion: Karli Leonardi	Seconded: Kristin Fellows	Approved: Yes

2. Policy Council vote to approve the hire request of Shanna Spuhler as the PHS Paris On-Call Teacher Assistant – Steph Wood

Shanna was born and raised in Bear Lake; she grew up on the Utah side and moved to the Idaho side to raise her family. She is a volunteer EMT in her community which is one of her passions. Shanna currently works at the local middle school as a Theater and Choir Instructor and coaches the High School Theater Program. Shanna started school at Utah State University right out of high school in Family, Consumer and Human Development. When she got married she quit school for a while. She went back to BYU Idaho and started working on her Bachelor's in Family Development with an emphasis in Child Advocacy before transferring to Western Governor's University and working on her Teaching Certificate. Shanna has experience working with kids. In her everyday job she works with middle school aged children. She's also worked with younger children in various roles in her religious congregation. She was a Family Advocate a few years ago for Head Start for the Bear Lake area for about two and a half years. Shanna loves working with kids. She feels she is a good candidate for this job because she is understanding and empathetic. She tries to see kids' perspectives on things before jumping into the authoritative discipline style. She likes to see where the kids are and understand the emotional, mental and developmental side of what is occurring. She loves to play, have fun and is easy going. Being on-call isn't new to Shanna. She is on-call as an EMT and will sign up for call times that won't interfere with this job. Shanna is flexible and willing to jump in where she's needed.

Policy Council motion to approve the hire request of Shanna Spuhler as the PHS Paris On-Call Teacher Assistant		
Motion: Karli Leonardi	Seconded: Sharandy Appiah	Approved: Yes

3. Policy Council vote to approve the February 2026 Lateral Staff Transfer Request – Steph Wood

When Camrie Snow was sent to the last Policy Council Meeting, she was mistakenly on the agenda to be approved as an Extended-Day Aide. She is actually a Teacher Assistant in a paid internship position. These positions have similar job descriptions and duties. This information was sent to Policy Council so they are aware. Policy Council was asked if they had any questions. No questions were asked.

Policy Council motion to approve the February 2026 Lateral Staff Transfer Requests		
Motion: Tyler Forster	Seconded: Karli Leonardi	Approved: Yes

4. Board welcome new Board Member, Daniel Macdonald – Brooks Bodily

Daniel Macdonald was welcomed by the Board and introduced himself. See the February 19, 2026 Board Meeting Minutes for more information.

5. Policy Council & Board vote to approve the Bear River Head Start ERSEA – Recruitment & Enrollment Policy – Kristie Curtis

Kristie Curtis filled in to present this policy for Neyda Noriega who wasn't feeling well. Neyda is our ERSEA Manager. The ERSEA Policy covers Eligibility, Recruitment, Selection, Enrollment and Attendance and goes over procedures such as how to verify age, eligibility and our selection criteria. It outlines information about our waiting lists and transitions as well as training staff and record keeping. There weren't any changes made to the policy this year other than updating the revision date to reflect the recent policy review. Board asked for clarification about verifying age. The policy says staff have to have some type of documentation to verify the age

of a child but in Performance Standard 1302.12(h) it says, “program staff must verify a child’s age according to program policies and procedures. A program’s policies and procedures cannot require families to provide documents that confirm a child’s age, if doing so creates a barrier for the family to enroll the child.” Board asked for further explanation regarding this. We may have a family who doesn’t have a birth certificate for a child so our staff work with them to see if they have any barriers in obtaining one. There are also others forms of identification, besides a birth certificate, that we can accept to verify the child’s age such as immunization records, insurance letters or cards, passports, baptismal or religious records. We haven’t run into this issue but we wouldn’t turn a family away. We would work with them to make a plan to get their child’s birth certificate or some other documentation to verify their child’s age. There are numerous ways we can verify age now. It is no longer just a birth certificate that can be accepted. This change came about in the new Performance Standards because of catastrophes that happened across the country such as floods, hurricanes, earthquakes. The Office of Head Start implemented another way for people who have been displaced by disasters and catastrophic events to still be able to enroll their children in the program with other forms of age documentation. One Policy Council Member enrolled her daughter in the program because there was a booth at the Divvy Up consignment sale. They asked if Bear River Head Start is still participating in those. Yes, we will still attend booths at community events such as Divvy Up that serve all of our program recruitment areas so we can cover everywhere we provide services, all eight counties. The ERSEA Code of Conduct was recently updated to read better. It outlines that staff cannot have a conflict of interest when recruiting families. If a staff member encounters an application for a family member, friend, or an individual with whom they have a personal relationship, they must immediately notify our ERSEA Manager. Our ERSEA Manager would assign that application and follow up to another staff member to avoid a conflict of interest and to make sure we aren’t showing favoritism. ERSEA has to follow all of the rules and regulations as outlined in Performance Standards, make sure we get accurate documentation and protect federal funds. We have staff sign this document every year showing they acknowledge this and have been trained on the ERSEA Code of Conduct. Policy Council and Board were asked if they had any questions about the ERSEA Code of Conduct. No questions were asked.

Policy Council motion to approve the Bear River Head Start ERSEA – Recruitment & Enrollment Policy

Motion: Karli Leonardi

Seconded: Tyler Forster

Approved: Yes

6. Policy Council & Board vote to approve the Bear River Head Start Impasse Policy – Terrah Smith

There have been no changes made to the Impasse Policy since its last approval. To provide a quick training, an impasse occurs when the Board and Policy Council do not agree on a decision. Neither governing body has more power than the other. When an impasse occurs we follow the Impasse Policy.

The first step is that each body would submit written documentation to the other regarding their decision.

For the second step, a mediation committee would be formed. This consists of the Chair and Vice Chair from both bodies and our Head Start Attorney. If a Chair or Vice Chair is unavailable for mediation, an alternate candidate can be chosen from the Executive Committee, which are the elected officers for each body. The Mediation Committee has 30 calendar days to resolve the dispute and take a solution back to both bodies for approval.

If the dispute is not resolved within 30 calendar days, the third step in the process is to form an Arbitration Board. This would consist of the Chairs from each governing body and three community representatives chosen by the Head Start attorney and agreed upon by both Chairs. The Arbitration Board has ten calendar days to decide on a solution. The decision of the

Arbitration Board is final.
 In Terrah's time of working with the Board and Policy Council, an impasse has not occurred. This review is so both bodies are aware of what would happen if we needed to follow the Impasse Policy. Board and Policy Council were asked if they had any questions. No questions were asked.

Policy Council motion to approve the Bear River Head Start Impasse Policy

Motion: Lacy Rasmussen	Seconded: Kristin Fellows	Approved: Yes
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7. Policy Council & Board vote to approve the Bear River Head Start Child Accident & Injury Procedure – Sarah Thurgood

Sarah wrote up this procedure regarding when there are accidents and how we work through the child's insurance company first, whether private or Medicaid, to cover the cost of medical services. She visited with Gary Anderson, our Head Start lawyer, about this. This procedure wasn't clear enough for staff and parents before. If something happens to a child at our centers, such as a minor injury, not something egregious, and the parents take their child to the doctor or dentist they should run the medical visit through the family's insurance. When they file the claim they will report whether the injury occurred at home, school or somewhere else and then the insurance company will make the determination if they will cover it. Some insurance companies will cover the services no matter where the injury occurred. If the insurance company covers the cost of the services and the child heals or recovers, that is the outcome of that claim. If it happens that an insurance company won't pay for all of the services because the injury occurred at school, the insurance company will work with the program and if needed, we will involve our legal counsel, Gary, to get everything settled and taken care of. If there is a serious incident that occurs at our centers where EMTs or an ambulance needs to be called and a child needs to go to the hospital, those providers would make the determination of what would be included on the claim to the insurance. We want our staff and parents to know that we as a program are not working with parents individually on any kind of claim. It goes to the family's insurance and then the determination is made after that. This procedure was reviewed by Gary. He didn't have any issues or corrections to make to it but wanted both Board and Policy Council to be aware of this and vote to approve it to show they have been informed, received background information on it and had any questions answered. Policy Council and Board were asked if they had any questions. No questions were asked.

Policy Council motion to approve the Bear River Head Start Child Accident & Injury Procedure

Motion: Lacy Rasmussen	Seconded: Karli Leonardi	Approved: Yes
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8. Policy Council vote to approve the January 15, 2026 Policy Council Meeting Minutes – Aurora Rosas

Policy Council was asked if they had any questions or discussion on the Policy Council Minutes from January 15. No questions were asked or changes made to the January 15, 2026 Policy Council Meeting Minutes.

Policy Council motion to approve the January 15, 2026 Policy Council Meeting Minutes

Motion: Lacy Rasmussen	Seconded: Karli Leonardi	Approved: Yes
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9. Policy Council vote to approve the January 30, 2026 Interim Policy Council Meeting Minutes – Aurora Rosas

Policy Council was asked if they had any questions or discussion regarding these meeting minutes. No questions were asked or changes made to the January 30, 2026 Interim Policy Council Meeting Minutes.

Policy Council motion to approve the January 30, 2026 Interim Policy Council Meeting

Minutes		
Motion: Lacy Rasmussen	Seconded: Karli Leonardi	Approved: Yes

10. Policy Council 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 agenda item. No questions were asked or discussion held.		
Policy Council motion to approve holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed		
Motion: Karli Leonardi	Seconded: Lacy Rasmussen	Approved: Yes

11. Board vote to approve the January 2026 Board Meeting Minutes – Brooks Bodily		
The January 2026 Board Meeting Minutes were approved by the Board. See the February 19, 2026 Board Meeting Minutes for more information.		

12. Board vote to approve the Audit Engagement Letters from Rudd & Company for 2025-26 audit services. This includes the audit of both financial and eligibility requirements. This item falls under Board responsibility and is listed as information only for Policy Council – Andy Hernandez		
The Audit Engagement Letters from Rudd & Company for 2025-26 audit services were approved by the Board. See the February 19, 2026 Board Meeting Minutes for more information.		

13. Active Supervision Assessment Updates – Steph Wood		
Active Supervision Assessments were completed in January by the Centerbased Managers. We complete Needs Analysis and Risk Assessments and Health and Safety Facility Checks in both the Early Head Start and Preschool Head Start classrooms. If there are any concerns identified they are immediately addressed to ensure the safety of the kids and our centers. We work with the Managers and Teachers on these assessments to help the Teachers identify any needs they may have. When the Risk Assessments are complete, we put them into a sub folder in each classroom. Anyone subbing in a class can use these to be made aware of any concerns or issues they may need to know about for the classroom, the building or the children we are working with. We use all of this information in our ongoing program improvement process and goals so we can have greater implementation of active supervision. Policy Council and Board were asked if they had any questions. No questions were asked.		

14. Budget Committee & Fiscal Reports – Andy Hernandez		
We just had a Budget Committee Meeting on Tuesday. Our fiscal year ended on January 31 so we discussed how last fiscal year went and where we ended up. We were slightly under budget which is great. We also discussed different in-kind rates and other budget related issues. The main item of discussion was how budgeting went for last year and how we will look forward in the budgeting process as we prepare for this fiscal year that started on February 1. We discussed the different categories of the budget, how those align with our goals and that our budget for this next year makes sense.		
Regarding the Fiscal Report, it was a slow month fiscally speaking. There wasn't a lot of correspondence from the National Head Start Association or the Office of Head Start. As a Fiscal Team, we've been preparing for the Fiscal Area 2 Review that will occur next week and will take a big chunk of time. We're starting to close last fiscal year. The financials provided as part of the Fiscal Report this month will change a little bit. Those were based on the best information we have right now but we still need to make our year-end accruals. We hold		

January open longer than any other month because it's the last month of our fiscal year. We have to close it and make all of our year-end adjustments and accruals to be prepared for the audit coming up. The final clean up, close up and year-end accruals will be done over the next month or so. We are ready for our monitoring review next week which has been our main focus.

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

The Program Performance Report shows that everything is on par. We're not missing any milestones and don't have any requirements that haven't been met. Regarding Sarah's Director's Report, as Andy discussed, we're getting ready for our review next week that will be Tuesday through Friday. There will be three reviewers on-site. Andy will be working directly with one of them for Fiscal. The rest of the management team and other staff will be working with our lead reviewer, Colleen Gallagher, who will be on-site, and two other reviewers who will be doing interviews and site visits to classrooms. They are going to all of our centers except for Paris, Idaho which is our furthest away center. They will be busy visiting all of those centers; the schedule is full with a lot going on. The reviewers will be going through our data and records and will want to see what is occurring in our classrooms, offices, Fiscal, Human Resources, Health and Wellness, that all of our teachers have the correct qualifications, etc. We are feeling pretty good and hopeful about this review because we have good staff and services. We will be glad to get this review completed. This is Aurora's last Policy Council Meeting. She has been fabulous and we're sad she's leaving us. Aurora was thanked for what she has done for Bear River Head Start. We appreciate her. Policy Council and Board were asked if they had any questions. No questions were asked.

16. Board Report – Brooks Bodily

During the meeting in January, Board approved Daniel Macdonald as a new Board Member, the Bear River Head Start Board Member Job Description, the Board and Policy Council Code of Conduct and the Board November 2025 Meeting Minutes. They also voted to table the vote on the Audit Engagement Letters since we didn't have the official letters yet. Board signed up to attend Policy Council Meetings and received Andy's Fiscal Report, Sarah's Director's Report for the previous period, the Budget Committee Meeting Report and Aurora's Policy Council Report.

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

Policy Council was asked if they had any concerns or other items to discuss. No questions were asked or items brought up for discussion.

18. Community Report – Policy Council Representatives

Policy Council was asked if they had anything to share for the Community Report. Nothing was shared.

19. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if they had anything to share for the Parent Committee Meeting Report. Nothing was shared. Our next Parent Committee Meetings are scheduled for next week. On Tuesday, February 24 we will have our Spanish Virtual Parent Committee Meeting at 6pm. Wednesday, February 25 we will have our English Virtual Parent Committee Meetings at 10am and 7pm.

20. Calendar Review – Terrah Smith

-Wednesday, March 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, March 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, March 6: Early Head Start Centers Closed for Training
- Thursday, March 12: Early Head Start Socialization for Homebased families: Soda Springs area from 10am-12pm at the Soda Springs Library
- Tuesday, March 17: Budget Committee Meeting at 10am (Policy Council Treasurer & Board Representative attends)
- Tuesday, March 17: Spanish Virtual Parent Committee Meeting at 6pm
- Wednesday, March 18: 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
- Wednesday, March 18: English Virtual Parent Committee Meetings at 10am & 7pm
- Thursday, March 19: Early Head Start Socialization for Homebased families: Malad area from 1-3pm at the Malad PHS Center
- Thursday, March 19: Policy Council Meeting at 8:30pm
- Friday, March 20: Early Head Start Centers Closed for Training
- Monday, March 23-Friday, March 27: Spring Break: Preston
- Tuesday, March 24: Board Meeting at 5pm (Policy Council Chair attends)
- Monday, March 30-Friday, April 3: Spring Break: Cache, Logan, Box Elder, Malad & Paris

21. Policy Council & Board vote to adjourn the February 19, 2026 Combined Policy Council & Board Meeting – Aurora Rosas & Brooks Bodily

With no other business to conduct, the February 19, 2026 Combined Policy Council & Board Meeting was adjourned at 9:31pm.

Policy Council motion to adjourn the February 19, 2026 Combined Policy Council & Board Meeting

Motion: Sharandy Appiah	Seconded: Lacy Rasmussen	Approved: Yes
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CERTIFICATE *of* SIGNATURE

REF. NUMBER
I5B5I-868XP-JCWGJ-8LEDG

DOCUMENT COMPLETED BY ALL PARTIES ON
20 MAR 2026 03:22:00
UTC

SIGNER

TYLER FORSTER

EMAIL
WHERESTYLEE@GMAIL.COM

TIMESTAMP

SENT
20 MAR 2026 03:21:25

VIEWED
20 MAR 2026 03:21:42

SIGNED
20 MAR 2026 03:22:00

SIGNATURE



IP ADDRESS
174.252.239.171

RECIPIENT VERIFICATION

EMAIL VERIFIED
20 MAR 2026 03:21:42

