

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

Date: Friday, April 10, 2026	Start Time: 7:00PM End Time: 7:23PM	Location: Dialpad Meetings: 1-888-602-7505	
2025-2026 Policy Council Members' Attendance		YES	NO
Lacy Rasmussen*	Brigham Representative	X	
David Lengenfelder* (Chair)	Tremonton Representative	X	
Tyler Forster* (Vice Chair)	Hyde Park Representative	X	
Kalista Leishman*	Logan Representative	X	
Jessica Crook* (Treasurer & UT HSAC)	Hyrum Representative		X
	Smithfield Representative		
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	
	Board Representative		
	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	
<p>Meeting Called to Order By: David Lengenfelder (Policy Council Chairperson) Meeting Facilitated By: Terrah Smith (Administrative Assistant) Additional Staff in Attendance: Kristie Curtis (Family Services Coordinator), Steph Wood (Centerbased Coordinator), Cassie Petersen (Child Development Manager & Facilities Coordinator)</p>	

1. Vote to approve the hire request of Lindi Kerr as the PHS Malad Teacher Assistant – Steph Wood

Lindi recently moved to Malad. She is a mom of two and has spent most of her professional career working in Utah at Alpine School District. Lindi has a lot of experience working with kids, collaborating with team members and working with families. She is really excited to get started.

Motion to approve the hire request of Lindi Kerr as the PHS Malad Teacher Assistant

Motion: Karli Leonardi

Seconded: Tyler Forster

Approved: YES

2. Vote to approve the hire request of Holly Kelly as the PHS Malad On-Call Teacher Assistant – Steph Wood

Holly is a mom of six kids and lives in Malad, Idaho. She has taught preschool and English to elementary school kids. Holly has recently been substitute teaching. She loves children and working with them.

Motion to approve the hire request of Holly Kelly as the PHS Malad On-Call Teacher

Assistant		
Motion: Karli Leonardi	Seconded: Tyler Forster	Approved: YES

3. Vote to approve the promotional transfer request of Kaycey Peterson from PHS Child Development Manager to Family Development Manager – Kristie Curtis

Kaycey started with Bear River Head Start almost nine years ago as a Child Development Assistant. She subbed in a classroom for about two or three weeks until she requested a transfer into a lead Teacher position. Kaycey was a lead Teacher for two years and then was asked to be a Mentor Coach. She applied and transferred to that position for about a year and a half. She then applied for her current position as a Child Development Centerbased Manager and has been in that position since November 2020. Kaycey is now asking for approval to be transferred to the Family Development team. She is hoping to strengthen her skills and learn more in a new part of the agency. Policy Council asked what the Family Development team does. A Family Development Manager supervises the Family Advocates and helps with Parent Committee Meetings, in-kind and overseeing our whole family and community services piece of the program.

Motion to approve the promotional transfer request of Kaycey Peterson from PHS Child Development Manager to Family Development Manager

Motion: Kristin Fellows	Seconded: Karli Leonardi	Approved: YES
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4. Vote to approve the promotional transfer request of Faith Griffin from EHS Teacher Assistant (paid internship) to PHS Child Development Assistant for all areas – Steph Wood

Faith is currently the Infant/Toddler intern for Early Head Start at the Pond. She has been working here for a little over a year and would like to transfer to the position of Child Development Assistant for Preschool Head Start. Faith is currently in her last semester at Utah State University and will receive her Bachelor's Degree at the end of April in Human Development and Family Studies. She really loves working with children and families.

Motion to approve the promotional transfer request of Faith Griffin from EHS Teacher Assistant (paid internship) to PHS Child Development Assistant for all areas

Motion: Karli Leonardi	Seconded: Sharandy Appiah	Approved: YES
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5. Vote to approve the promotional transfer request of Isabel Fairbanks from PHS Hyde Park Teacher Assistant to EHS Nest/Koop Infant/Toddler Teacher – Steph Wood

Isabel is currently a Teacher Assistant for Preschool Head Start where she has worked for the past three years. She has gained a lot of valuable classroom experience. Isabel also has her Child Development Associate and additional experience working in a daycare setting where she was responsible for caring for infants and toddlers for about a year. She would appreciate the opportunity to transition into a teaching position for Early Head Start. Faith is here to continue to grow and is really excited to be a Teacher.

Motion to approve the promotional transfer request of Isabel Fairbanks from PHS Hyde Park Teacher Assistant to EHS Nest/Koop Infant/Toddler Teacher

Motion: Tyler Forster	Seconded: Karli Leonardi	Approved: YES
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6. Vote to adjourn the April 10, 2026 Interim Policy Council Meeting – David Lengenfelder

With no other business to conduct, the April 10, 2026 Interim Policy Council Meeting was adjourned at 7:23pm.

Motion to adjourn the April 10, 2026 Interim Policy Council Meeting

Motion: Tyler Forster	Seconded: Kristin Fellows	Approved: YES
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