

Officer Signature David LengenfelderDate 05-21-2026

BEAR RIVER HEAD START POLICY COUNCIL 2025-2026 Meeting Minutes

Date: Thursday, April 16, 2026	Start Time: 8:30PM End Time: 9:05PM	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		E
Kristin Fellows*	Preston Representative	X	
Yasmeen Ayala*	Nest/Koop Representative		X
Sharandy Appiah*	Fishpond Representative	X	
Cindi Hill	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: David Lengenfelder (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 April 2026 Bear River Head Start Lateral Staff Transfer Requests – Steph Wood

We only have one staff member this month that has requested a lateral staff transfer. She is currently our Extended-Day Aide in one of our Brigham classrooms and is requesting to transfer to the Classroom Assistant in Brigham to get more hours.

Motion to approve the April 2026 Lateral Staff Transfer Requests

Motion: Tyler Forster	Seconded: Karli Leonardi	Approved: Yes
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2. Vote to approve the Bear River Head Start Fiscal Policies & Procedures – Sarah Thurgood

Included in the Fiscal Policies & Procedures are the:

- Critical Fiscal Issues Procedure
- Timesheet Random Audit Procedure
- P-Card Procedure
- & the modifications to dual signatures for check signing

The annual review of the Fiscal Policies and Procedures falls under Andy Hernandez' purview as the Fiscal Officer. The specific procedures listed were named to be sure they are included in the meeting minutes and are procedures that an auditor would want to be sure have been approved. These procedures were implemented a few years ago when we restructured our Fiscal Department. One other thing we want to be sure Policy Council is aware of is that normally we have had our Fiscal Officer sign checks for Accounts Payable and in the past we've always had our Board Chairperson sign those as the second signer. We elect a new Board Chairperson each year and have to get them set up on our bank account to be able to sign checks. The process to do so was not as difficult in the past but has been getting more difficult each year, sometimes taking months to get them on the account. By that time, it's almost time for the new Chairperson to be added to the account and we have to start the process over again. We just got a new Board Chairperson last month, Susan Findlay, who is wonderful but we were thinking about this process and how often we have to change check signers. Sarah researched further into this and the Office of Head Start suggests that grantees have at least two check signers, but they are not Board Members. They can be staff or the Fiscal Officer. The only thing we have to strictly abide by is that they cannot be anyone who can draw money down or request funds to avoid fraudulent behavior. Currently we have Steph Wood, our Centerbased Coordinator, and Andy as check signers. We'll leave that as is and take this to Board this month for approval as well. In the Head Start regulations it requires that we take this to Policy Council first to let you know about it and then take it to the Board. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the Bear River Head Start Fiscal Policies & Procedures

Motion: Karli Leonardi	Seconded: Tyler Forster	Approved: Yes
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3. Vote to approve the March 19, 2026 Policy Council Meeting Minutes – David Lengenfelder

Policy Council was asked if they had any questions or concerns. No questions were asked or changes made to the March 19, 2026 Policy Council Meeting Minutes.

Motion to approve the March 19, 2026 Policy Council Meeting Minutes

Motion: Tyler Forster	Seconded: Kalista Leishman	Approved: Yes
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4. Vote to approve the April 10, 2026 Interim Policy Council Meeting Minutes – David Lengenfelder

Policy Council was asked if they had any questions or concerns. No questions were asked or changes made to the April 10, 2026 Interim Policy Council Meeting Minutes.

Motion to approve the April 10, 2026 Interim Policy Council Meeting Minutes

Motion: Tyler Forster	Seconded: Karli Leonardi	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 – David Lengenfelder

Policy Council was asked if they had any questions or concerns. No questions were asked or comments made regarding this agenda item.

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

Motion: Tyler Forster	Seconded: Karli Leonardi	Approved: Yes
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6. Spring Policy Council Survey Reminder – Terrah Smith

A link was sent to Policy Council Members via email to a Google Form for the 2025-2026 Policy Council Spring Survey asking for input and feedback. If you haven't already, please complete the survey by Friday, May 1. We use the feedback to make improvements moving forward for

this Policy Council Year and next year. Gathering your feedback is part of our program improvement process. Policy Council was asked if they had any questions or concerns. No questions were asked or comments made.

7. Budget Committee & Fiscal Reports – Sarah Thurgood

Budget Committee Meeting was short as this time of year is traditionally slow across the program. We discussed budgets, how that is going for everyone and if they were getting all of the information needed out of their budgets. Andy and Sarah discussed the modifications to dual check signers that Sarah reviewed earlier. We also discussed if there really will be no SEP distribution this year. Sarah shared with Policy Council that our budgets were really tight this last fiscal year. We made modifications as we went into the fall and winter months and they have been helping our budgets a lot. We can see some benefit from those changes such as decreasing the mileage reimbursement rate and combining some jobs if we are able to (if they are not classroom staff jobs). We ended the fiscal year better than originally anticipated in August and September. Andy is working on calculating the SEP distribution. When closing out the funding year, if any funding is left over, we can put a small contribution into staffs' retirement accounts. He's not sure of the amount at this point but it might be 1-2%. We thought we were not going to have one this year. Budget Committee discussed if there will be a COLA (Cost of Living Adjustment) this year from the Office of Head Start. Sometimes if there is money, they give grantees money for raises for their staff. With everything going on right now, we are not hearing that there will be a COLA. Sometimes that happens and we just keep moving forward. Policy Council was asked if they had any questions. No questions were asked.

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

The Program Performance Report is prepared by ReNae Torbenson each month. She is great at pulling the data from our tracking systems. We are meeting all of our milestones. There is not anything we are off with. Everything is looking good. In the Director's Report, Sarah explained what we'll be doing over the next few months with program planning, finishing up this year and then recruiting and enrolling for next year. We could use Policy Council's help to spread the word to all of the parents in your child's classroom or Homebased area that now is the time to sign up for services for next year and to share the word with family and friends that might be eligible for Head Start. Parents are our best recruiters and we could use your help. Policy Council was asked if they had any questions. No questions were asked.

9. Board Report – Cindi Hill

Board met on March 24 and met David, our new Policy Council Chair and Board Member. They voted on and approved the mid-year Preschool Head Start Centerbased, Early Head Start Centerbased and Homebased Child Development Outcomes along with the mid-year Family Development Outcomes. They approved the Bear River Head Start Board Bylaws and the Articles of Incorporation which they do each year. Board also approved their February Meeting Minutes. Brooks Bodily was elected as the new Vice Chair and Susan Findlay took over as the new Chairperson. They approved the contract with Jones Simkins for Andy's services and the SEP distribution that Sarah talked about. They didn't have the amount then but discussed that there might be a distribution. They also received the regular reports. Policy Council was asked if they had any questions. No questions were asked.

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

Policy Council was asked if anyone had any concerns, questions or things to be brought up for discussion. The Policy Council Vice Chair stated she may not still be living in the Valley through

the end of this Policy Council Year. Her husband is graduating and applying for jobs. They are trying to be flexible. Tylee was thanked for letting us know and was asked to keep us posted. It sounds like you've got a lot of changes coming up. Just let us know and we'll work with you.

11. Community Report – Policy Council Representatives

Policy Council Members were asked if they had anything to report with regards to the community. The Tremonton Parent Teacher Meeting is next week on Wednesday, April 22. It would be great to see other parents there.

12. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if any members had anything to share for the Parent Committee Meeting Report. Nothing additional was shared.

13. Calendar Review – Terrah Smith

- Tuesday, April 21: Spanish virtual Parent Committee Meeting at 6pm
- Wednesday, April 22: English virtual Parent Committee Meeting at 10am & 7pm; information should have been shared by the Family Advocates. If you have any questions reach out to them.
- Friday, May 1: Early Head Start Centers Closed for Training
- Wednesday, May 6: 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, May 7: 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
- Thursday, May 14: Last Day of Preschool Head Start Part-Day Services, preschool classrooms that are four hours per day
- Friday, May 15: Early Head Start Centers Closed for Training
- Tuesday, May 19: Budget Committee Meeting at 10am (Policy Council Treasurer attends)
- Wednesday, May 20: 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, May 21: 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
- Thursday, May 21: Policy Council Meeting at 8:30pm
- Monday, May 25: Memorial Day – All staff off and all centers closed
- Tuesday, May 26: Board Meeting at 5pm (Policy Council Chair attends)
- Friday, June 5: Early Head Start Centers Closed for Training
- Wednesday, June 10: Last day of Preschool Head Start Extended-Day Services, preschool classrooms that are six hours per day

14. Vote to adjourn the April 16, 2026 Policy Council Meeting – David Lengenfelder

With no other business to conduct, the April 16, 2026 Policy Council Meeting was adjourned at 9:05pm.

Motion to adjourn the April 16, 2026 Policy Council Meeting

Motion: Tyler Forster

Seconded: Kalista Leishman

Approved: Yes

CERTIFICATE *of* SIGNATURE

REF. NUMBER
M6JMK-JYOHJ-SNVYO-VMKM7

DOCUMENT COMPLETED BY ALL PARTIES ON
22 MAY 2026 03:28:55
UTC

SIGNER

DAVID LENGENFELDER

EMAIL
GORESAVICE@GMAIL.COM

TIMESTAMP

SENT
22 MAY 2026 03:16:55

VIEWED
22 MAY 2026 03:28:23

SIGNED
22 MAY 2026 03:28:55

SIGNATURE

David Lengenfelder

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174.252.243.69

RECIPIENT VERIFICATION

EMAIL VERIFIED
22 MAY 2026 03:28:23

