

Officer Signature David LengenfelderDate 06-18-2026

BEAR RIVER HEAD START POLICY COUNCIL

2025-2026 Meeting Minutes

Date: Thursday, May 21, 2026	Start Time: 8:30PM End Time: 9:15PM	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		E
	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	
Daniel Macdonald	Board Representative	X	
	Community Representative		

*Trained & Seated Policy Council Members

Members needed for a Quorum: 6	
Number of Voting Members who attended the meeting: 8	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 promotional transfer request of Belle Delaney from PHS Logan Part-Day Teacher Assistant to PHS Logan Part-Day Teacher – Steph Wood

Belle has been working for Head Start for almost a year as a Teacher Assistant. She finished her CDA (Child Development Associate) in March and got that approved. Belle is requesting to move into the Teacher roll and will be staying in the same classroom. She is excited that she will be able to work with some of the same students.

Motion to approve the promotional transfer request of Belle Delaney from PHS Logan Part-Day Teacher Assistant to PHS Logan Part-Day Teacher

Motion: Karli Leonardi	Seconded: Kristin Fellows	Approved: Yes
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2. Vote to approve the May 2026 Lateral Staff Transfer Requests – Steph Wood

We have two employees on the Lateral Staff Transfer Report this month. Iveth is requesting to transfer from the CACFP Assistant to the On-Call CACFP Assistant so she has more time with her family. Andrea is requesting to move from a Teacher to an On-Call Teacher because she is continuing her education. Policy Council was asked if they had any questions. No questions

were asked.

Motion to approve the May 2026 Lateral Staff Transfer Requests

Motion: Karli Leonardi

Seconded: Kalista Leishman

Approved: Yes

3. Vote to approve the Bear River Head Start Policy Council Composition – Sarah Thurgood

Even though the Composition involves Policy Council, the Performance Standards require Board to approve it and to do so prior to Policy Council. Sometimes we have a difficult time getting a quorum and the Policy Council Chair does not currently count toward a quorum. We reviewed the Policy Council Bylaws first and then the Composition and these changes are being made to both documents as the same verbiage is found in both. Information about this was also included in the Director's Report. We want to make the changes to allow the Policy Council Chair to count toward a quorum and be able to vote. This will make it easier to have a quorum present at the meetings and for the voting for approval, or disapproval, to occur. We had an Interim Board Meeting by phone prior to the Policy Council Meeting tonight to make sure they approved the Composition changes first, which they did, and then they approved the same changes to the Bylaws. Policy Council will now vote to approve or disapprove these changes and from then on, with approval, the Chair will count as part of the quorum and also be able to vote. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the Bear River Head Start Policy Council Composition

Motion: Kristin Fellows

Seconded: Karli Leonardi

Approved: Yes

4. Vote to approve the Bear River Head Start Policy Council Bylaws – Sarah Thurgood

The Policy Council Bylaws also state the same thing about the Chair not counting towards a quorum and not being able to vote. There was also a phrase about if a Policy Council Member is ever voted off of Policy Council. It stated in one section that they could not be re-elected again a different year and in another place it said they could. It was inconsistent so we updated the wording to be the same across the board. We have never had a situation where we needed to vote to remove a member off Policy Council. It would have to be an incredibly egregious situation for this to happen. In that case, they would not be allowed to serve on Policy Council again. We have never had any concerns like this. We wanted to update this section at the same time as bringing these other changes. Policy Council asked when the Bylaws were first drafted. They were probably originally drafted a couple of decades ago. Sometimes we find items in the Bylaws that no longer align with current practice. It has been on the books like this for a long time and we never caught the inconsistency before. There have not been any situations that caused us to look into this change further. The inconsistency was found as we reviewed the Bylaws as a whole while making these other changes.

Motion to approve the Bear River Head Start Policy Council Bylaws

Motion: Kristin Fellows

Seconded: Tyler Forster

Approved: Yes

5. Vote to approve the Bear River Head Start Organizational Charts – Sarah Thurgood

This time of year we bring our Organizational Charts to Policy Council and Board to approve them. We are required by Performance Standards to do so annually. Sarah has one thing she has been thinking about for the last several months that she wants to change this year and is most important to her. She has a fabulous management team that has been with Bear River Head Start for years, some almost as long as Sarah. They are awesome. They know their jobs, have so much experience and run their pieces of the program magnificently. Their current titles are Coordinators but they should have the title of Director. Sarah is the Executive Director and they should be directors because they are the end-all, be-all of their program piece. Sarah helps

and supports them anytime they need her but they oversee their program pieces directly. Sarah included in her Director's Report what she does, what each Director does and how things are organized in this agency. Now is a good time to change their titles since the Organizational Charts are up for annual approval. They will be the Centerbased Director, Homebased Director and Family Services Director and Sarah will retain her title of Executive Director. We've also moved a couple of things under a different Coordinator's/Director's supervision. That happens a lot. Sometimes someone has a higher skill in a certain area or duties get to be too much on one person and we make adjustments as needed. The biggest changes this year are changing the titles of Sarah's management team. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the Bear River Head Start Organizational Charts

Motion: Karli Leonardi	Seconded: Tyler Forster	Approved: Yes
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6. Vote to approve the Bear River Head Start Employee Policies – Sarah Thurgood

The Employee Policies are the policies that really affect employees in helping them know about the hiring process, their jobs, etc. We've updated the verbiage on the sheet employees sign saying they understand the policies and will abide by them. The new agreement provides more detail and information, if they have questions about those policies where they should look for help and who they should ask, which would be their supervisor. With moving our training information onto Google Drive instead of the LMS, we want our employees to know where they can access these policies. The updated verbiage is clear and hopefully more helpful to staff. We also have these policies approved every year and it's time to do so for this year. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the Bear River Head Start Employee Policies

Motion: Kristin Fellows	Seconded: Tyler Forster	Approved: Yes
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7. Vote to approve the Bear River Head Start Operational Procedures – Sarah Thurgood

***Per Head Start Program Performance Standards, all Bear River Head Start staff, consultants, contractors, volunteers, Policy Council and Board members must review and receive training on these specific topics annually:**

- Sexual Harassment Policy
- Registered Sex Offenders Policy
- Corporal Punishment Policy
- Drug and Alcohol Policy
- Drug-Free Workplace Agreement
- Impairment Policy

The Operational Procedures outline how the grantee runs and are a wider range of procedures. The policies specifically mentioned on the agenda are those that are specifically required by Performance Standards as the top tier policies that we must train staff, parents, Policy Council and Board on each year. We want to be sure Policy Council is aware of these policies by highlighting them as they approve the Operational Procedures. They are the utmost, required compliance policies that we must train everyone on. The others are important but these are policies that, if not followed, can cause problems for people quickly. We want everyone to be very aware of these policies along with the rest of them of which there are a plethora. The reason we have so many Operational Procedures and policies is if anyone has a question about a specific policy, they are available, clear and the information can be accessed. We want parents, community members and our staff to be able to access them easily. Because of this, they are posted on our website. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the Bear River Head Start Operational Procedures

Motion: Tyler Forster	Seconded: Kristin Fellows	Approved: Yes
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8. Vote to approve the April 16, 2026 Policy Council Meeting Minutes – David Lengenfelder
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Policy Council was asked if they had any questions regarding the council meeting minutes. No questions were asked or changes made to the April 16, 2026 Policy Council Meeting Minutes.

Motion to approve the April 16, 2026 Policy Council Meeting Minutes
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Motion: Karli Leonardi	Seconded: Sharandy Appiah	Approved: Yes
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9. Vote to approve the May 6, 2026 Interim Policy Council Meeting Minutes – David Lengenfelder

Policy Council was asked if they had any questions regarding the interim Policy Council Meeting Minutes. No questions were asked or changes made to the May 6, 2026 Interim Policy Council Meeting Minutes.

Motion to approve the May 6, 2026 Interim Policy Council Meeting Minutes

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

Policy Council is voting to approve having interim meetings for things such as hire or transfer requests prior to our next scheduled monthly meeting. Policy Council was asked if they had any questions about this. No questions were asked.

Motion to approve holding Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting, as needed
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Motion: Tyler Forster	Seconded: Lacy Rasmussen	Approved: Yes
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11. Meeting Times & Support Discussion – Terrah Smith
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We like to check in every so often to make sure everything is working really well for Policy Council Meetings. It is important for Policy Council Members to join the calls as soon as they can so meetings can be efficient and we have a quorum. We cannot move forward with meetings without a quorum and cannot vote to approve anything without the certain number of seated Policy Council Members needed on the calls. Are the regular meeting time of 8:30pm and interim meeting time of 7:00pm still working for everyone?

Policy Council asked about alternate members. This member mentioned that when they first started serving on Policy Council a few years ago, every area had a regular member and an alternate member and sometimes everyone would be on the calls. Do we still have alternate members? We do not have alternates anymore. We had alternates for a really long time and that worked really well when we had in-person meetings. The Representative and Alternate for each area could sit side-by-side and then discuss, if they needed to, the items that needed to be voted on. Each area is only allowed one vote so the Representative would vote if they were present at the meetings. In the event the Representative could not attend a meeting, their Alternate would vote in their place for their area. Since we have been meeting virtually, which we have been doing regularly since COVID, it's been more difficult to know if the Representative for each area will be joining the calls and the Alternates weren't sure if they needed to join the calls or not. Often times, if the Representative was already on the call, the Alternates knew they wouldn't be voting that night and didn't feel like there was a lot for them to do. They weren't able to talk with their Representative if they had other thoughts about what their vote should be for their area. What ended up happening was some people felt like they weren't needed on the calls and wouldn't join and then we struggled getting a quorum for meetings. We moved toward having one Representative for each area so the person elected knows they should be joining the meeting calls to put forth a vote and represent their area of the program. Policy Council
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noted that the last several calls we've been struggling to get a quorum. If these meeting times are still working, that's great. We just want to make sure that is working for everyone, especially as we move into the summer, we know schedules shift. Even if next meeting you're thinking you'd like to meet at a different time, Policy Council Members can always bring that up as a discussion item. Policy Council was asked what kinds of reminders work best to help them join the meetings or what other kinds of support can be given. Policy Council said a reminder a week prior would be helpful. Do emails or texts work best? Some Policy Council Members said both work well. Others said texts are best since emails can get lost. Terrah will send out a text a week prior as a reminder that the meeting is coming up. Since this is your meeting as the Policy Council and Terrah is here to support, Policy Council was asked what things each of them do to remember the meetings and get on the calls. We understand Interims are planned last minute but what things help. One Policy Council Member sets an alarm on their phone to go off a bit before and then two minutes before the meeting starts so they have a reminder that it's coming up and then another reminder to hop on right before the meeting starts. The five minute reminder text that has been going out before the meeting starts really helps. They know the scheduled time for the meetings but can get busy so the reminder text really helps. Policy Council was told that if they had any other thoughts about this, they can bring them up during the next meeting.

Policy Council was encouraged to have good attendance throughout the summer. We know it's a tricky time, especially for parents of Preschool Head Start children since those children are not in session anymore or will be wrapping up in June. For those whose children are moving on to Kindergarten, it can be hard to stay involved through the end of the Policy Council year. This Policy Council is elected until the end of the summer. The new Policy Council for next year will be elected in September. Terrah will continue to send out reminders and will add in the text reminder the week prior to scheduled meetings.

12. Budget Committee & Fiscal Reports – Sarah Thurgood

During Budget Committee Meeting, we discussed that we are 25% finished with the year. We also talked about budgets, how they are working and if anything needs to be changed in them. Knowing that we're getting ready to start our recruitment season, we're trying to keep costs down to a minimum, if we can. This is an expensive time for staff because we have to pay mileage reimbursement and our staff are traveling the most to recruit during the summer months. We discussed how we want our T/TA (Training and Technical Assistance) money allotted. Training and Technical Assistance money is money that comes with our grant and specifically needs to be used for training and technical assistance such as staff training. We cannot use it for anything else in the program. We need to share it throughout the program as much as we can and have a plan in place for spending it. We also want to include our fiscal staff so they are aware of the training needs coming up.

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

Everything is going well. We're hitting all of our milestones. Sarah discussed everything included in her Director's Report during other agenda items throughout the meeting. Sarah thanked Policy Council for all they do. Policy Council is awesome! We appreciate you! Policy Council thanked Sarah as well.

14. Board Report – Daniel Macdonald

There isn't anything specific that Board wanted to bring to Policy Council this month. At the April Board Meeting, Board approved the Fiscal Policies and Procedures with some minor adjustments. They also had an interim meeting to approve the Policy Council Composition and Bylaws adjustments that Sarah discussed. Board will address most of the other items Policy

Council addressed tonight at their next Board Meeting.

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

Policy Council was asked if they had any questions, concerns, discussion items, etc. they wanted to discuss. The Preschool Head Start graduation at the Hyde Park Center in one Policy Council Member's child's class was fantastic. The parents were given a bag of the crafts their kids made throughout the year with reports, etc. Some parents made cards with their contact information that were included in the bags to keep in contact over the summer. It was kind of chaotic and hard to mingle after the graduation because a lot of people left fairly quickly. This Policy Council Member's child is very social. Is there a way to still be in contact with some of their child's friends, a way for parents to reach out with their own contact information if they didn't already? Because the kids in Part-Day Preschool have already finished their school year they don't have a way to contact the parents of those children. We will think about the best way to do this and send a text or email to the Policy Council parents.

16. Community Report – Policy Council Representatives

Policy Council Members can report as to what is going on in their community, their school. Policy Council was asked if they had anything to talk about. No items were shared.

17. Parent Committee Meeting Report – Policy Council Representatives

Policy Council really enjoyed the speaker, Tom Roskos from Bear River Mental Health, at the last Parent Committee Meeting. The information shared was really helpful.

18. Calendar Review – Terrah Smith

- Friday, June 5: Early Head Start Centers Closed for Training
- Wednesday, June 10: Last Day of Preschool Head Start Extended-Day Services
- Tuesday, June 16: Budget Committee Meeting at 10am (Policy Council Treasurer attends)
- Thursday, June 18: Policy Council Meeting at 8:30pm
- Friday, June 19: Early Head Start Centers Closed for Training
- Tuesday, June 23: Board Meeting at 5pm (Policy Council Chair attends)
- Friday, July 3: Independence Day observance; all staff off & Early Head Start Centers closed

Policy Council was asked if they had any questions regarding the calendar. No questions were asked.

19. Vote to adjourn the May 21, 2026 Policy Council Meeting – David Lengenfelder

With no other business to conduct, the May 21, 2026 Policy Council Meeting was adjourned at 9:15pm.

Motion to adjourn the May 21, 2026 Policy Council Meeting

Motion: Tyler Forster

Seconded: Kalista Leishman

Approved: Yes

CERTIFICATE *of* SIGNATURE

REF. NUMBER
J9AEI-JUPPM-LWLBK-9C5NR

DOCUMENT COMPLETED BY ALL PARTIES ON
19 JUN 2026 03:35:25
UTC

SIGNER

DAVID LENGENFELDER

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TIMESTAMP

SENT
19 JUN 2026 03:29:11

VIEWED
19 JUN 2026 03:34:56

SIGNED
19 JUN 2026 03:35:25

SIGNATURE

David Leugenfelder

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RECIPIENT VERIFICATION

EMAIL VERIFIED
19 JUN 2026 03:34:56

