

Officer Signature David LengenfelderDate 06-18-2026

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

Date: Monday, June 1, 2026	Start Time: 7:00PM End Time: 7:27PM	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		E
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		E
	Fishpond Representative		
	Board Representative		
	Community Representative		

*Trained & Seated Policy Council Members

Number of Voting Members needed for a Quorum: 6
Number of Voting Members Attending the Meeting: 6
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: Steph Wood (Centerbased Director), Cassie Petersen (Early Head Start Centerbased Coordinator, Facilities Coordinator & CACFP Coordinator)

1. Vote to approve the hire request of Rachel Bybee as a PHS Brigham City Extended-Day Aide – Steph Wood

Rachel lives in Brigham City. For the last 20 years she has been a mostly stay-at-home-mom to her 8 kids. They each have a different diagnosis so she has spent a lot of time working with therapists and learning all of the tricks she possibly could. For about a year, Rachel was working 30+ hours a week with therapists in their house. She also spent as much time as she could volunteering in her children's classrooms, including her two who attended Bear River Head Start. She also provided child care for family members when they went back to school and work. Because Rachel worked so closely with Up to 3 with her own children, it lead to her working in their child care for a little while and allowed her to also work in their ABC classroom. During that time, the therapists that had gotten to know Rachel asked her to help advise parents on how to adjust therapy for the home setting that they were learning in the classroom. She also works with children in an ecclesiastical environment. Right now Rachel is teaching music and conducting singing time with 3-11 year olds. She also worked with 18-month-olds to three-year-olds in a classroom where she planned lessons and activities.

Motion to approve the hire request of Rachel Bybee as a PHS Brigham City Extended-Day Aide

Motion: Karli Leonardi	Seconded: Jessica Crook	Approved: YES
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2. Vote to approve the hire request of Zoey Stanley as a PHS Brigham City Part-Day Teacher – Steph Wood

Zoey lives in Logan and just graduated in May from Utah State University with her Elementary Education Degree. She is now a Licensed Teacher. Throughout that opportunity, Zoey worked with kids in Kindergarten up through 6th grade. She spent a lot of time with Kindergarten and taught for about three months. During her teenage years, Zoey worked with kids from newborns to twelve years old. She helped them through daily tasks and planned activities for them. She also has experience working with kids with different disabilities. She has worked with kids with Autism and learned how to communicate with them in the best way, among other skills. Zoey is excited to work with kids and be with them. They share a huge light in the world. She is excited for this opportunity.

Motion to approve the hire request of Zoey Stanley as a PHS Brigham City Part-Day Teacher

Motion: Jessica Crook	Seconded: Karli Leonardi	Approved: YES
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3. Vote to approve the hire request of Roxana Romso Davila as the PHS Hyde Park Nutrition Aide – Steph Wood

Roxana is from Mexico and is now married. She previously worked at Glenwood Snacks where they made food. There Roxana was responsible for cleaning duties after each recipe and completing paperwork accurately and on time. She also has experience working with children by babysitting neighborhood children. Roxana is excited to keep working with children.

Motion to approve the hire request of Roxana Romso Davila as the PHS Hyde Park Nutrition Aide

Motion: Karli Leonardi	Seconded: Kristin Fellows	Approved: YES
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4. Vote to approve the hire request of Avery Anderson as an EHS Pond Teacher Assistant (paid internship) – Steph Wood

Avery is currently a student at Utah State University majoring in Speech and Hearing Sciences with a minor in Disability Studies. She is passionate about working with children and supporting their growth, development, communication skills and overall quality of life. Avery will continue her education to become a Speech, Language Pathologist in the future. She has lots of experience working with children and individuals with disabilities through her role as a Habilitation and Respite Care Provider where she assisted with daily routines, encouraged independence and provided individualized support to each child. Avery has also worked as a Youth Volleyball Coach and Sports Camp Counselor which helped her develop strong communication skills and learn how to create positive environments supportive of children and families. Avery is excited about the opportunity to work for Bear River Head Start because it aligns with her career goals of helping children and families. Her experience with patience and enthusiasm for working with young children will help her create a positive impact on this program.

Motion to approve the hire request of Avery Anderson as an EHS Pond Teacher Assistant (paid internship)

Motion: Tyler Forster	Seconded: Karli Leonardi	Approved: YES
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5. Vote to approve the hire request of Craig Burris as the on-call Maintenance Assistant for all areas – Steph Wood

Craig grew up in Hyrum and raised his family here. He spent most of his childhood working on a farm and around carpentry work because that's what his dad did. Craig spent 28 years at

Thiokol working on manufacturing there. He more recently spent five years at Logan City Maintenance in the water department and then got hired on at the Cache Valley Youth Detention Center. He's been working there for five years as the full-time maintenance guy. Craig takes care of the building and all of the outside work for them. He has a lot of experience with maintenance and carpentry work and feels he'll be a great asset to this position.

Motion to approve the hire request of Craig Burris as the on-call Maintenance Assistant for all areas

Motion: Jessica Crook

Seconded: Kristin Fellows

Approved: YES

6. Vote to approve the promotional transfer request of Cambria Stevenson from PHS Logan Extended-Day Aide to PHS Social Emotional Coach – Steph Wood

Cambria has been in her current position as an Extended-Day Aide this whole past school year. In that position, she learned about classroom dynamics and how to best help the teaching team and support them. Her favorite part has been working with students who need extra help in any capacity, especially those with developmental delays or recurring behavior needs situations. Cambria loves being able to help a child learn to emotionally regulate by being a stable, calming presence for them and then afterward providing clear expectations, boundaries and feedback as a framework for them to continue succeeding even after they graduate from preschool. Her qualifications and experience for this new role include about four years of experience with preschool and elementary aged children as a Nursing Assistant, Camp Counselor, Tutor, Teacher Assistant and now a Classroom Assistant. Cambria just graduated with her Bachelor's Degree in Psychology and is currently a Master's student to become an Elementary School Counselor in the future.

Motion to approve the promotional transfer request of Cambria Stevenson from PHS Logan Extended-Day Aide to PHS Social Emotional Coach

Motion: Karli Leonardi

Seconded: Jessica Crook

Approved: YES

7. Other –

Policy Council was asked if they had any questions, comments or concerns before closing the meeting. One Policy Council Member has a child enrolled for next school year and asked when that will start. It depends on what age your child is. Is your child in Preschool Head Start or Early Head Start? They are in Preschool Head Start. It also depends on if they were accepted into the part-day program or the extended-day program. Some of our classes start in August and some start in September. You should be receiving an email from our Enrollment department to let you know what class your child has been accepted into. They haven't sent out the letters yet, they will be coming but they will tell you what class your child is in, what center, class times and the start date. You should be receiving that fairly soon. We can also have them reach out or you can reach out to them as well.

8. Vote to adjourn the June 1, 2026 Interim Policy Council Meeting – David Lengenfelder

With no other business to conduct, the June 1, 2026 Interim Policy Council Meeting was adjourned at 7:27pm.

Motion to adjourn the June 1, 2026 Interim Policy Council Meeting

Motion: Jessica Crook

Seconded: Karli Leonardi

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

EMAIL
GORESAVICE@GMAIL.COM

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

IP ADDRESS
174.220.177.157

RECIPIENT VERIFICATION

EMAIL VERIFIED
19 JUN 2026 03:34:56

