

Officer Signature David LengenfelderDate 07-23-2026

BEAR RIVER HEAD START POLICY COUNCIL

2025-2026 Meeting Minutes

Date: Thursday, June 18, 2026	Start Time: 8:30PM End Time: 9:28PM	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	
	Paris Representative		
Kristin Fellows*	Preston Representative	X	
Yasmeen Ayala*	Nest/Koop Representative		X
	Fishpond Representative		
Brooks Bodily	Board Representative	X	
	Community Representative		

*Trained & Seated Policy Council Members

Members needed for a Quorum: 5
Number of Voting Members Attending the Meeting: 7
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 Director), ReNae Torbenson (Homebased Director), Cassie Petersen (Early Head Start Center Based Coordinator, Facilities Coordinator & CACFP Coordinator), Kit Willmore (PHS Child Development Manager)

1. Vote to approve the hire request of Faith Ramos as a PHS Hyde Park Teacher Assistant (paid internship position) – Cassie Petersen

Faith has a Bachelor's Degree in Social Work and moved to Logan about a month ago to pursue her Master's Degree, also in Social Work. She has worked with children a lot. She started the Boys & Girls Club in high school and continued that into college. Later in college, Faith worked with a Registered Behavioral Tech providing ABA Therapy for children with Autism. She also volunteered at an orphanage working with disabled kids in Romania. She's had a few internships with DCFS (the Department of Child & Family Services) and domestic violence shelters working with children as the Youth Advocate. Policy Council clarified that Faith volunteered in the country of Romania. Faith volunteered for a summer there and lived in Iasi, Romania. Policy Council asked what it was like there. It was really hot and they did not have air conditioning in their apartment so they would ride the bus or go to the mall to try to cool down. Other than that, she loved it.

Motion to approve the hire request of Faith Ramos as a PHS Hyde Park Teacher Assistant (paid internship position)

Motion: Tyler Forster	Seconded: Karli Leonardi	Approved: Yes
-----------------------	--------------------------	---------------

2. Vote to approve the transfer request of Kenzie Jones from PHS Hyde Park On-Call Teacher to On-Call Family Advocate – Kristie Curtis

Kenzie has been an on-call Teacher since October. She has gotten to go to almost every center in Early Head Start and Preschool Head Start and has loved it. She is really excited to transfer to the Family Advocate position. Kenzie has a Bachelor's Degree in Human Development and Family Studies with an emphasis in Families and Communities. She is currently in the USU School Counseling Graduate Program. Kenzie has worked with kids for a really long time. She loves working with kids and would love to expand her skills by working with parents as well. She knows that a big part of helping kids is helping the parents feel supported. This is a big passion of Kenzie's, helping parents feel they are doing a good job and are confident in their parenting.

Motion to approve the transfer request of Kenzie Jones from PHS Hyde Park On-Call Teacher to On-Call Family Advocate

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

3. Vote to approve the promotional transfer requests of Grisel Antonio from EHS Pond Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher – Cassie Petersen

Grisel is excited to be transferring into the Teacher position at the Pond. She enjoys working with children and families and looks forward to continuing to grow professionally while supporting the students' learning and development.

Motion to approve the promotional transfer requests of Grisel Antonio from EHS Pond Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher

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

4. Vote to approve the June 2026 Bear River Head Start Lateral Staff Transfer Requests – Sarah Thurgood

When we have lateral staff transfers, because they are moving into similar positions, or the same position in another location, moving forward we won't need to review them during Policy Council Meetings. The report outlines all of the transfer information. This will make this process easier and more efficient moving forward. The lateral staff transfers don't need a lot of introduction because they are already in the system and Policy Council already approved them when they were hired. If anyone has questions about anything in the Lateral Staff Transfer Report, feel free to ask and then the Policy Council Chairperson will take care of the voting process for these staff transfers.

Motion to approve the June 2026 Lateral Staff Transfer Requests

Motion: Tyler Forster	Seconded: Karli Leonardi	Approved: Yes
------------------------------	---------------------------------	----------------------

5. Vote to approve the End-of-Year Early Head Start Homebased Child Development Outcomes – ReNae Torbenson

Our children as a group have shown growth across all domains with the greatest gains in Approaches to Learning and Social/Emotional Development. Our Dual Language Learners have also showed growth across all five domains. Our kids with IFSPs (Individualized Family Service Plans) and IEPs (Individualized Education Programs) stalled out at the Winter Outcomes and there wasn't much growth since Fall. They have since shown growth in all areas and we're really pleased with that. We worked more closely with staff to help them set really specific goals this last quarter. We also have some special trainings coming up this summer on Autism and what that might look like in the really young ages, things to look for and how to support parents in that situation. Policy Council was asked if they had any question about the Homebased Outcomes. No questions were asked.

Motion to approve the End-of-Year Early Head Start Homebased Child Development

Outcomes		
Motion: Lacy Rasmussen	Seconded: Kristin Fellows	Approved: Yes

6. Vote to approve the End-of-Year Early Head Start Center Based Child Development Outcomes – ReNae Torbenson		
ReNae is filling in for Steph who is off this week. The Early Head Start Center Based Outcomes are completed. Overall the children showed growth across all five developmental domains with the majority falling within the expected developmental ranges. The data shows a steady increase in children's skills and we saw notable progress in Cognition, including Math and Science suggesting that daily routines and planned activities are effectively supporting development in these areas. The areas they'd like to see more progress in are Physical Development and Language and Literacy. For this growth, teachers are implementing targeted activities in the classroom, modeling these skills throughout the day and providing resources to families to encourage reinforcement at home. Policy Council had a suggestion or idea to help see more progress in the Physical Development aspect of the children. They know we have playgrounds and such but with their child they went to Occupational Therapy and learned so much about where she was lacking and what to do to help her. Occupational Therapists are expensive but is there a way for one to be involved with the program to help Teachers plan activities to help the children progress? It wouldn't be very individualized but could help them progress in that area. When children are on IFSPs or IEPs or if they are lower in a developmental domain, we have a person on staff who is always reviewing the development of the children. If the child needs to be referred out to a professional we work with the parents to do so. You're right, we won't be able to afford someone like an Occupational Therapist on staff, but we do have access to a lot of trainings from the Office of Head Start to help beef up our curriculum in those areas. These help specifically when we need to work with a child on an IFSP, IEP or in an area they could use some help developmentally. We also work closely with the school districts. As the children leave Head Start, we try to get as many kids on IEPs as possible if they qualify. They are then protected once they get into the school system to get the support they need. We can start working with them with referrals to community partners that are experts in those areas. Then it carries over once they get into the school system as they move forward.		
Motion to approve the End-of-Year Early Head Start Center Based Child Development Outcomes		
Motion: Tyler Forster	Seconded: Karli Leonardi	Approved: Yes

7. Vote to approve the End-of-Year Preschool Head Start Center Based Child Development Outcomes – ReNae Torbenson		
Outcome Reports for Preschool Head Start Center Based have been completed. The reports show the progress the children have made throughout the school year. Upon reviewing the reports, we are able to see as a whole the children have progressed in all areas of development. The majority of the children are falling within the range expected. The progress within English Language Development indicates that the children who are Dual Language Learners are learning English well. We are also seeing a great deal of progress with Approaches to Learning, Social and Emotional Development and Science Skills. The area we would like to see greater growth in specifically is Literacy development. We have recently incorporated more training for the Teachers and will be using more of the Creative Curriculum resources that target specific Literacy Skills. Policy Council was asked if they had any questions about the Preschool Head Start Center Based Outcomes. No questions were asked.		
Motion to approve the End-of-Year Preschool Head Start Center Based Child Development Outcomes		

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

8. Vote to approve the End-of-Year Family Development Outcomes – Kristie Curtis

We follow the Head Start Performance Standards. It is mandated that we track Family Outcomes three times a year just like Homebased and Center Based. We track Family Outcomes at the beginning, mid and end of year. The Policy Council and Board are trained on outcomes in August, January and June. The outcomes are gathered and collected throughout the year. There's a baseline and Family Advocates work with families in a goal setting process. We follow the Parent, Family and Community Engagement Framework from the Office of Head Start. The top areas of improvement include Health, School Readiness and Transitions. We've seen improvement across the board in every area and those are the top three. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the End-of-Year Family Development Outcomes

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

9. Vote to approve the Bear River Head Start Child Abuse and Neglect Policy – Kristie Curtis

There were no changes made to the Child Abuse and Neglect Policy from last year to this year. Our Policy reviews how we train staff and talk with families and let them know that we follow the guidelines of protecting children and reporting. We follow Idaho and Utah laws for reporting in a timely manner. Bear River Head Start staff are mandatory reports. We also train Board and Policy Council on the policy. The policy outlines how we document reports made. We include the date and time and persons involved and the other information outlined in the reporting procedures. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the Bear River Head Start Child Abuse and Neglect Policy

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

10. Vote to approve the following Bear River Head Start Health Policies & Procedures:

- Exclusion Policy**
- Infection Control Policy**
- Immunization Policy/Procedure**
- Emergency Plan – Kristie Curtis**

The Exclusion Policy, Infection Control Policy, Immunization Policy and Emergency Plan had no changes made from last year to this year. We follow the Performance Standards and National Health and Safety Performance Standards guidelines for the Exclusion Policy. We share the Exclusion Policy with families and teaching staff have that information listed. Families can talk with their advocates about this policy as well. The Infection Control Policy outlines that we have preventative measures, follow standard precautions and follow the EPSDT guidelines. We follow guidelines in Utah and Idaho because we provide services in both states. We oversee staff physicals and Tuberculosis tests. We have ongoing emergency trainings with staff. The Handwashing Procedures is a big one and there are daily observations that go with that. For the Immunization Policy, we also follow the EPSDT for Utah and Idaho that mandates all public schools, including Head Start Programs, maintain all up-to-date immunization records on file for each child. We follow confidentiality procedures for that as well. Staff are trained on the Emergency Plan when hired, annually and ongoing as needed. It covers things like staff responsibilities, lines of communication, evacuation procedures, fire evacuations, natural disasters, building emergencies, etc. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the following Bear River Head Start Health Policies & Procedures:

- Exclusion Policy**

**-Infection Control Policy
-Immunization Policy/Procedure
-Emergency Plan**

Motion: Kalista Leishman

Seconded: Kristin Fellows

Approved: Yes

11. Vote to approve the Bear River Head Start Grantee Short-Term Goals – Sarah Thurgood

Every year we develop our Grantee Short-Term Goals. The data for these goals comes from our Program Improvement Process. This year, Sarah has really drilled in in a couple of areas. These updated goals will include things that we've learned and things we can see that we need to improve. Sarah has been talking with the Directors about this and after the review we did really well on. They all work really closely and Sarah knows what areas we need to work on. These are coming ahead of the rest of the Program Improvement plans. The Directors will set goals that are general for their areas. The overall goals are things we need to work on for our entire grantee. Sarah didn't want to wait to bring them since a lot of information will be coming to Policy Council and Board in August and September and we don't have a Board meeting in July. She wanted to bring these goals now so Policy Council has time to look at them. She will give them to the Directors to help guide some of the things in their areas for Program Improvement although they will also have more information specific to their program areas. Policy Council was asked if they had any questions.

The Policy Council Chairperson asked for more information about how we acquire grants, what laws we must abide by, the procedure, etc. This information is good for both Board and Policy Council to know. We have Performance Standards. When this year's Policy Council was voted on, you were given access to the Performance Standards. There are so many rules and regulations from the Office of Head Start about everything from how to build a board, who Policy Council should consist of, what needs to happen in classrooms and homebased services, in health and nutrition services, family support services, in the fiscal office, etc. We write for our grants, which we have for many years now. Years back we had expansion money that helped us expand into Idaho and Early Head Start and Early Head Start Center Based so the program kept growing. Now we have flat funding and it's the same amount we've had the last few years. When we write our grant, we have to submit it to the Regional Office and to the Office of Head Start in Washington, DC and they review it. We are on a five year grant-cycle. For year one we have to write how we are doing everything in our grantee, in the classrooms, on home visits, in fiscal, etc. We have to ensure we are meeting all of the Performance Standards. For years two through five, the Regional Office staff and Office of Head Start know what we're supposed to be doing and they complete two reviews during that time period. We just had our second one not that long ago. When they come and do reviews, they look through everything in the program. They look into if we are following the Performance Standards, are we implementing what we said we will in our grant application and what documentation we have to prove it. They are very extensive reviews. Every year during our five year grant-cycle, because we have flat funding, unless there is new funding in the Office of Head Start, we get the same amount of money. We have to figure out how we are going to continue to implement the services without increased funding. We cannot cut services to the kids and must have a certain number of staff in the classrooms at all times. Rent, utilities and food costs increase. We have to figure out how we can still provide quality services. There are times when funding is tight. It ebbs and flows. There are also times when more funding gets poured into the system. So, we just need to ride the tight times. If we can absorb staff positions without affecting the services and be more efficient, then that's what we do. The Policy Council Chair had further questions after hearing this information. Instead of taking more time during this meeting, they may save these questions for Board Meeting or text or email further questions to Terrah and she can provide background and more

information on those questions to help. We want everyone to have all the information. We are very transparent.

Motion to approve the Bear River Head Start Grantee Short-Term Goals

Motion: Kristin Fellows	Seconded: Tyler Forster	Approved: Yes
--------------------------------	--------------------------------	----------------------

12. Vote to approve the May 21, 2026 Policy Council Meeting Minutes – David Lengenfelder

Policy Council was asked if they had any questions or concerns about the meeting minutes. No questions were asked or changes made to the May 21, 2026 Policy Council Meeting Minutes.

Motion to approve the May 21, 2026 Policy Council Meeting Minutes

Motion: Kristin Fellows	Seconded: Tyler Forster	Approved: Yes
--------------------------------	--------------------------------	----------------------

13. Vote to approve the June 1, 2026 Interim Policy Council Meeting Minutes – David Lengenfelder

Policy Council was asked if they had any questions regarding these minutes. No questions were asked or changes made to the June 1, 2026 Interim Policy Council Meeting Minutes.

Motion to approve the June 1, 2026 Interim Policy Council Meeting Minutes

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

14. 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 comments about this agenda item. No questions were asked or comments made.

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

Motion: Karli Leonardi	Seconded: Tyler Forster	Approved: Yes
-------------------------------	--------------------------------	----------------------

15. Budget Committee & Fiscal Reports – Jessica Crook & Sarah Thurgood

We talked a lot about budgets during Budget Committee Meeting. Because we've got flat funding, anytime we can, we look at what we can do to make our budgets go further that won't affect the quality of the services in classrooms, home visits or family development. We look ahead to see what we can do. That was a big discussion this month. One of the questions that came up is if we can cut enrollment. We don't want to do that if we don't have to. That's why we're looking into other ways to cut costs. Some programs across the country have cut their enrollment and aren't serving as many kids as they were before. That will never be our first choice if we can prevent it and is not on the table at this point. Over the next few months as we continue to report on this, you'll be hearing more about ideas and ways we have been able to make things more efficient, effective and streamlined. Policy Council is so grateful that we are not going to cut enrollment.

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

Our monthly Program Performance is always really well outlined. ReNae sees details others cannot see and does really well with that report. We're lucky to have her, along with Kristie, Steph and Cassie, working here. Sarah has good people working with her. Sarah has been working with Steph and her team on a couple of classrooms that have different concerns going on. The concerns do not relate to the quality of services for the kids. The first concern is related to communication. We have additional staff in the classrooms other than the Teacher, Teacher Assistant, Classroom Assistant and food people. We also have Mentor Coaches and Social Emotional Coaches in the classrooms at different times. Back when Sarah was teaching, there were only two people in the classes, a Teacher and an assistant. We have

a lot more staff in the classrooms now. Because we have so many people going into the classrooms, they may assume that someone else will report any issues or concerns to Steph and management. We need a tight and consistent system and should be hearing back from multiple systems if there are any issues, concerns or improvement that needs to be made in the classrooms. We should be hearing from Mentor Coaches, the Social/Emotional Team and classroom Teachers and Teacher Assistants. We need to tighten up that communication and cannot assume someone else will pass the information along.

The second concern is related to staff working well together. Sometimes we have teaching staff that work together and not everyone becomes good friends. We don't expect that but that they can get along and do their jobs, and most do. We have one teaching team that are working on this and if they cannot, they will no longer be working here. The children wouldn't know it but, behind the scenes, sometimes there are concerns. If they are going to work here, they don't need to be best friends but they need to work together. We may have some terminations coming up if these staff cannot have a greater level of professionalism with one another and we don't see improvements over this next month. We cannot share a lot of details, but Sarah used to be a Teacher and the kids always come first.

17. Board Report – Brooks Bodily

There's not a lot to report on last month's Board Meeting. We covered a lot of the same things that Policy Council does. Board met on May 26 and voted to approve the Bear River Head Start Organizational Charts, Bear River Head Start Employee Policies and the Bear River Head Start Operational Procedures which include the following policies: Sexual Harassment, Registered Sex Offenders, Corporal Punishment, Drug & Alcohol Policy, Drug-Free Workplace Agreement and the Impairment Policy. Board also voted to approve the April Board Meeting Minutes and the Interim Minutes from the meeting on May 14. They had the typical reports including the Director's Report, Fiscal Report, report on the Budget Committee Meeting and the Policy Council Report by David.

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

This is a time for Policy Council Members to bring to the table any questions, comments, or concerns you might have. Policy Council asked how we are doing on enrollment and if we have spots available. It's always tough for enrollment but program parents are our best asset because they know people in their neighborhoods, friends, relatives, people they meet as they take their kids to different activities, etc. We do have openings and your help is incredibly valuable. If you know anyone, send them to the website (www.brheadstart.org) or they can call the office at 435-755-0081, extensions 410 and 321. There is also the option to speak to the enrollment office by pressing 1 and it will get you right to the ERSEA office and they can help any families who want to apply.

19. Community Report – Policy Council Representatives

Policy Council was asked if anyone had anything to discuss regarding what's going on in their town or city. Nothing was shared.

20. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if anyone had anything to say in regards to this report. There aren't any Parent Committee Meetings held in June or July for the summer months.

21. Calendar Review – Terrah Smith

-Friday, July 3: Independence Day Holiday Observance; all staff off & Early Head Start Centers closed

- Thursday, July 16-Friday, July 17: Early Head Start Centers closed for training
- Tuesday, July 21: Budget Committee Meeting at 10am (Policy Council Treasurer attends)
- Thursday, July 23: Policy Council Meeting at 8:30pm
- Friday, July 24: Pioneer Day; all staff off & Early Head Start Centers closed
- Friday, July 31: Last day for Early Head Start Children transitioning to PHS Extended-Day Services

22. Vote to adjourn the June 18, 2026 Policy Council Meeting – David Lengenfelder
--

With no other business to conduct, the June 18, 2026 Policy Council Meeting was adjourned at 9:28pm.
--

Motion to adjourn the June 18, 2026 Policy Council Meeting

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