

Officer Signature David LengenfelderDate 07-23-2026

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

Date: Thursday, July 2, 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		E
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	
	Paris Representative		
Kristin Fellows*	Preston Representative	X	
Yasmeen Ayala*	Nest/Koop Representative		X
	Fishpond Representative		
	Board Representative		
	Community Representative		

*Trained & Seated Policy Council Members

Members needed for a Quorum: 5

Number of Voting Members Attending the Meeting: 5

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 (Center Based Director)

1. Vote to approve the hire request of Brizeyda Padilla as the PHS Hyrum Teacher Assistant – Steph Wood

Brizeyda has been a previous volunteer in the classroom at Head Start and has worked with children for a few years. She loves the Head Start program and is excited to work with children and families.

Policy Council asked more about Brizeyda's background and experience with young children and her connection with Head Start. Policy Council asked if these kinds of questions can be asked of a candidate or discussed after they have left the call. Either way is fine but it can be nice to just ask the candidate so they can personally share their experience working with younger children, etc. Having experience working with younger children is a requirement for this position. Brizeyda volunteered for us in one of the Bear River Head Start classes in 2025. When we have volunteers, we get a lot of feedback from that experience about that person and it is helpful to see if they would be a good fit in our program. Because of that and after her interview, the staff who interviewed Brizeyda felt like she would be a good fit as a Teacher Assistant in our program.

Policy Council asked how their voting for approval or disapproval affects someone being hired. Candidates who are seeking to be hired for a position apply and then we go through all of the applications. Depending on the position, there are certain requirements a candidate must meet,

such as experience working with young children to be considered for a Teacher Assistant position. Those specific requirements are looked for and anyone who does not meet those base qualifications is not considered for an interview. For those who do, we have them come in for an interview. They go through the interview process with two Bear River Head Start staff that goes through multiple pages of questions. We ask potential teaching staff about their experience working with kids, what they would do in classroom scenarios, transitions, what they know about play-based learning, etc. The interviewing staff will discuss and decide who they feel will be a good fit for the open position. After the interviews, we have a 24-hour background check completed and check references for the person chosen to fill the position. If the reference checks do not look good or something concerning shows up on the 24-hour background check, we will not hire that person. If everything does look good, we will have a BCI (Bureau of Criminal Identification) fingerprint background check done on the person, which is more in-depth. We vet the staff really well before sending them to Policy Council. If everything looks good, we will call to offer the position to that person. If they accept, we have them attend Policy Council to introduce themselves. Policy Council can ask any questions of the candidate and if they do not approve of the person to be hired, that person is not hired. If a person is approved by Policy Council but something concerning comes back on their fingerprint background check such as serving time in jail, and especially anything related to sexual harassment or abuse of a child, they will not be hired.

Policy Council asked what the qualifications are for volunteers and who can volunteer. We take community volunteers and they complete a packet of information which includes signing the Code of Conduct and other paperwork our new staff complete. Depending on how many hours they volunteer, we have them complete a fingerprint background check. Volunteers in our program can never be left alone with a child. If they are a volunteer in a class, they cannot be one-on-one with a child, cannot take them to the bathroom, etc. They always have to be with another adult in the program. If they are a volunteer in Idaho and they volunteer more than 15 hours a month, they must have a background check done. Idaho's guidelines are a little different from Utah's. Even with a clean background check, volunteers are never left alone with a child. Policy Council asked if Teacher Assistants can be left alone with a child. We always have to meet ratios in our classrooms. Generally there are always two adults in the classrooms with the kids and in our Bear River Head Start classrooms, we generally have three. One staff can be in a classroom alone with the kids for under five minutes to allow for staff to use the restroom. They have to be prompt to get back under that time limit. Usually we have a third person in the class so we always have two deep if someone has to step out. A Teacher Assistant is an employee and that means that they have all the background checks run on them. We also run a CCL (Child Care Licensing) Background check on our employees and all of that has to come back favorable in order for us to proceed to hire them. Policy Council stated they feel better about this now that they know all of this about our hiring process. We also have cameras in all of our classrooms. We take security and safety of the children very seriously. If staff work in Idaho, they have to have a BCI background check, a CCL background check and an Idaho background check done. All staff are also run through the Sex Offender Registry and Child Abuse Registry on top of everything else. We vet our employees very well before we offer them a position at Bear River Head Start. We are very thorough and want the children to be safe. Policy Council is appreciative of our thoroughness. Moving forward, Policy Council Members can feel free to ask any questions of the candidates. They will be able to answer better than our staff.

Motion to approve the hire request of Brizeyda Padilla as the PHS Hyrum Teacher Assistant

Motion: Karli Leonardi

Seconded: Jessica Crook

Approved: YES

2. Vote to approve the hire request of Sadie Crowther as the PHS Malad Teacher Assistant – Steph Wood		
Sadie is a mother of five children ages 12 to 4. She attended Idaho State University and got her Early Childhood Care and Education Associate's Degree. Sadie worked at the Early Learning Center on campus for just over two years. She then moved back to her home town and worked in a local elementary school teaching. Sadie also taught Preschool in her home for three years.		
Motion to approve the hire request of Sadie Crowther as the PHS Malad Teacher Assistant		
Motion: Karli Leonardi	Seconded: Jessica Crook	Approved: YES

3. Vote to approve the hire request of Fynlee Winger as a PHS Hyde Park Extended-Day Teacher Assistant – Steph Wood		
Fynlee is almost 20 years old. She has been around kids her whole life as the oldest of five children in her family. She has also had many opportunities to go on humanitarian trips, taking care of kids from a lot of different backgrounds and teaching them. Fynlee has a huge passion for helping people and is excited to start working for Bear River Head Start.		
Motion to approve the hire request of Fynlee Winger as a PHS Hyde Park Extended-Day Teacher Assistant		
Motion: Karli Leonardi	Seconded: Jessica Crook	Approved: YES

4. Vote to approve the hire request of Christine Clark as a PHS Hyde Park Teacher Assistant – Steph Wood		
Christine has an Associate's Degree in Secretarial and Bookkeeping and a Bachelor's Degree in Elementary Education. She used to run her own daycare and preschool and then worked as an Aide at Thomas Edison Charter school helping mostly with kids in Special Education. Christine wanted a change; she missed the preschoolers. She is excited to work with the younger kids again.		
Motion to approve the hire request of Christine Clark as a PHS Hyde Park Teacher Assistant		
Motion: Karli Leonardi	Seconded: Jessica Crook	Approved: YES

5. Vote to approve the hire request of Brylee Hatch as the PHS Smithfield Teacher Assistant – Steph Wood		
Brylee graduated from high school this year. Last year she took a Teachers' Education class and learned a lot about the different school settings and levels. She has been around kids her whole life as the oldest of five kids, ranging in ages from 15 to 8. Brylee has also been babysitting since she was about ten off and on. She's really excited for this job as a startup for her. Brylee wants to go to school at BYU Idaho to get her teaching degree.		
Motion to approve the hire request of Brylee Hatch as the PHS Smithfield Teacher Assistant		
Motion: Kristin Fellows	Seconded: Jessica Crook	Approved: YES

6. Vote to adjourn the July 2, 2026 Interim Policy Council Meeting – David Lengenfelder		
With no other business to conduct, the July 2, 2026 Interim Policy Council Meeting was adjourned at 7:27pm.		
Motion to adjourn the July 2, 2026 Interim Policy Council Meeting		
Motion: Kristin Fellows	Seconded: Karli Leonardi	Approved: YES