

Officer Signature David LeugenfelderDate 08-20-2026

BEAR RIVER HEAD START POLICY COUNCIL

2025-2026 Meeting Minutes

Date: Thursday, July 23, 2026	Start Time: 8:30PM End Time: 9:04PM	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		E
	Paris Representative		
Kristin Fellows*	Preston Representative	X	
Yasmeen Ayala*	Nest/Koop Representative		X
	Fishpond Representative		
Susan Findlay	Board Representative		E
	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: Sarah Thurgood (Executive Director), Steph Wood (Centerbased Director), Cassie Petersen (Early Head Start CB Coordinator, Facilities Coordinator & CACFP Coordinator), Cherie Pierce (Health & Wellness Manager)

1. Vote to approve the hire request of Emily Barlow as the PHS Brigham City Goslings Teacher Assistant – Steph Wood

Emily is 18 and lives in Brigham City. She loves working with kids and helping them whenever she can. Emily and her family do Foster Care and have been doing that for about seven years.

Motion to approve the hire request of Emily Barlow as the PHS Brigham City Goslings Teacher Assistant

Motion: Kristin Fellows	Seconded: Kalista Leishman	Approved: Yes
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2. Vote to approve the hire request of Hannah Sparks as a PHS Logan Teacher – Steph Wood

Hannah just graduated with her Bachelor's Degree in Elementary and Special Education. She has worked in education for the last three year in Behavior Therapy for Granite School District. Hannah loved every minute of it and has been able to get a lot of experience with students that come from all different backgrounds, ways of life, abilities and disabilities. It has really been insightful and wonderful. Hannah just moved to Logan and is really excited to continue her career with Bear River Head Start.

Motion to approve the hire request of Hannah Sparks as a PHS Logan Teacher

Motion: Lacy Rasmussen	Seconded: Kristin Fellows	Approved: Yes
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3. Vote to approve the hire request of Sinai Ocampo as a CACFP Assistant – Cassie Petersen

Sinai has worked at Bear River Head Start for the past ten years, first as a Teacher and later as a CACFP Specialist. She really enjoyed being part of the program. Unfortunately, Sinai's employment ended when her work authorization expired but that has now been renewed. She would love the opportunity to return as a CACFP Assistant. Sinai appreciates the consideration for her re-hire and looks forward to returning to Bear River Head Start.

Motion to approve the hire request of Sinai Ocampo as a CACFP Assistant

Motion: Lacy Rasmussen	Seconded: Kristin Fellows	Approved: Yes
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4. Vote to approve the hire request of Kindra Barber as the PHS Smithfield Classroom Assistant – Steph Wood

Kindra is 22 and is from the area she will be working in. She recently graduated with her Bachelor's and has experience with food handling in a restaurant. Kindra also has experience executing activities with small children and children ages 8-12 and delivering content in a mannerly and meaningful way.

Motion to approve the hire request of Kindra Barber as the PHS Smithfield Classroom Assistant

Motion: Lacy Rasmussen	Seconded: Kristin Fellows	Approved: Yes
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5. Vote to approve the transfer request of Sariah Hernandez from ERSEA Assistant/Hyde Park Receptionist to Health Specialist – Cherie Pierce

Sariah is 23 and has a Bachelor's Degree in Human Development and Family Studies which gave her formal education in developmental milestones regarding health for infants, toddlers, children and so on. Sariah is currently working as an ERSEA Assistant and the Receptionist in Hyde Park. This has given her the opportunity to develop her communication skills in aiding parents in filling out the application as well as helping teachers and being a team player.

Motion to approve the transfer request of Sariah Hernandez from ERSEA Assistant/Hyde Park Receptionist to Health Specialist

Motion: Lacy Rasmussen	Seconded: Kalista Leishman	Approved: Yes
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6. Vote to approve the July 2026 Bear River Head Start Lateral Staff Transfer Requests – Steph Wood

Moving forward, because all of the information about these transfers is included in the report, we will not explain the transfers during the meeting but Policy Council Members can still ask questions if they have any. Policy Council was asked if they had any questions. No questions were asked.

Motion to approve the July 2026 Lateral Staff Transfer Requests

Motion: Tyler Forster	Seconded: Lacy Rasmussen	Approved: Yes
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7. Vote to approve the Bear River Head Start Infection Control Policy – Cherie Pierce

After further review of the bleach ratios in the Infection Control Policy it was decided to change those. We just need to reapprove this policy. That was the only change made since its approval last month.

Motion to approve the Bear River Head Start Infection Control Policy

Motion: Lacy Rasmussen	Seconded: Tyler Forster	Approved: Yes
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8. Vote to approve the June 18, 2026 Policy Council Meeting Minutes – David Lengenfelder

Policy Council was asked if anyone had any questions regarding the minutes. No questions were asked or changes made to the June 18, 2026 Policy Council Meeting Minutes.

Motion to approve the June 18, 2026 Policy Council Meeting Minutes**Motion: Kristin Fellows****Seconded: Lacy Rasmussen****Approved: Yes****9. Vote to approve the July 2, 2026 Interim Policy Council Meeting Minutes – David Lengenfelder**

Policy Council was asked if they had any questions regarding these meeting minutes. No questions were asked or changes made to the July 2, 2026 Interim Policy Council Meeting Minutes.

Motion to approve the July 2, 2026 Interim Policy Council Meeting Minutes**Motion: Lacy Ramussen****Seconded: Kristin Fellows****Approved: Yes****10. 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 anyone had any questions or suggestions for this line 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: Kristin Fellows****Seconded: Tyler Forster****Approved: Yes****11. Budget Committee & Fiscal Reports – Sarah Thurgood**

Budget Committee talked about where we're at with the funding and the importance of everyone working together to find ways we can improve our budget. They also talked about the Tremonton Part-Day Classroom. Sarah will share more about that during her Director's Report but by absorbing that 12 child classroom, we can absorb a Teacher and Teacher Assistant position. This is very helpful for the budget and everyone on the waitlist will still be able to be enrolled in Tremonton. We had the Financial Audit last week. It was a really busy week for Fiscal with the Audit and timesheets and payroll but they did well. The Audit went really well and there were no findings. The final Audit report will be available in a month or two and will be shared with Policy Council. Policy Council was asked if they had any questions about Budget Meeting. No questions were asked.

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

Regarding Program Performance, we're hitting all of our milestones; we're not behind on anything or missing anything. Regarding the Director's Report, Policy Council may have a lot of questions about the Tremonton Part-Day Classroom closing. Sarah tried to include a lot of detail in her report to explain this change. It didn't make any sense to have a classroom with all the expenses for only 12 kids and that is always a really hard classroom to enroll. We're not closing that center entirely. We've still got our extended-day classroom there and everyone who applied got a slot. The other twelve slots were able to be moved to other centers/classrooms with waiting lists so this is a good change. Policy Council was asked if they had any questions about the Tremonton Part-Day Classroom. No questions were asked about that.

Sarah also included information about the annual update to the Community Assessment in her report. The information gathered during that process was not surprising. Housing is still expensive; it is still hard to find affordable housing and rent. The numbers of income eligible families and children in our different service areas tend to fluctuate and change. As she shared in her report, it's interesting to watch the numbers in Paris, Idaho. There was a time when we

were close to pulling the classroom out of that area. Several years back and in a row we could not enroll that classroom. It was so hard and this year it was our first classroom filled. The numbers fluctuate. People move and things change. Policy Council was asked if they had any questions. No questions were asked.

Policy Council is awesome. We love you. You have been terrific and we appreciate you so much. Thank you!

13. Board Report – Sarah Thurgood

Board does not meet in July. They still get the reports with the same information that Policy Council received so they are hearing the same things. The next time they will meet is at the end of August.

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

Policy Council was asked if anyone had anything they would like to discuss. The Policy Council Chairperson shared that tomorrow is the Hay Day event in Tremonton. The Tremonton classroom staff will be at a booth there in case anyone would like to chat with them, ask questions, etc. The event is from 4:00-10:00pm both Friday and Saturday, July 24-25.

15. Community Report – Policy Council Representatives

Policy Council was asked if anyone had anything to report regarding their community or school. No other community events were shared.

16. Parent Committee Meeting Report – Policy Council Representatives

Parent Committee Meetings are not held during the summer months of June and July. Information for upcoming parent events in August should be coming from the Family Advocates as we get the new year started. Those first meetings will include elections for Policy Council. If any current members will have a child enrolled for this next year and are interested in serving again, attend the meeting for your area of the program to put forth your name.

17. Calendar Review – Terrah Smith

- Friday, July 31: Last Day for EHS Children transitioning to PHS Extended-Day Services
- Monday, August 3: PHS Extended-Day Open House
- Tuesday, August 4: PHS Extended-Day First Day of Class
- Friday, August 14: PHS Extended-Day Screening Day
- Tuesday, August 18: Budget Committee Meeting at 10am
- Thursday, August 20: Policy Council Meeting at 8:30pm
- Monday, August 24: PHS Part-Day Registration
- Tuesday, August 25: Board Meeting at 5pm
- Tuesday, September 1: EHS Last Day of Class
- Wednesday, September 2-Friday, September 4: No EHS Classes
- Tuesday, September 8: EHS First Day of Class
- Tuesday, September 8: PHS Part-Day Open House
- Wednesday, September 9: PHS Part-Day First Day of Class

18. Vote to adjourn the July 23, 2026 Policy Council Meeting – David Lengenfelder

With no other business to conduct, the July 23, 2026 Policy Council Meeting was adjourned at 9:04pm.

Motion to adjourn the July 23, 2026 Policy Council Meeting

Motion: Kristin Follows

Seconded: Tyler Forster

Approved: Yes