

**Davis/Summit Head Start
Policy Council Minutes
December 19, 2018**

Meeting called to order: 6:00 p.m.

Welcome: Dana Baldwin Clark, Policy Council Chair, welcomed everyone and established a quorum.

- Dana went over November PC minutes. Motion to approve made by Riley Thomson, 2nd by April Larsen, passed unanimously.
- Riley Thomson, PC Secretary, went over the Policy Council Budget – Motion to approve made by Bradie Daines, 2nd by Melanie Whitson, passed unanimously.
- Paola Reyes went over November Budgets. We are currently 41.67% through our Continuous Grant year. Head Start (7320) is 33.83% spent, and Head Start Training (7318) is 44.04% spent. EHS (7314) is 37% spent, and EHS Training (7315) is 17% spent. In-Kind for Head Start is at 25.73% and EHS is 23.44% received. We are behind on the year for In-Kind, so please encourage your parents to get their In-Kind sheets turned in. Went over the Purchase Card report – there were no questions. Motion to approve budgets made by Flora Green, 2nd by Riley Thomson, passed unanimously.

Community Reps

- **DSD School Board – Tamara Lowe** – So sad and happy to be here today. This is her last assignment as a DSD School Board member, but so happy that the last thing she is doing is with us as that is her favorite place to serve. So exciting to see past PC Chairs and see how they are doing! She will be greatly missed.
- **DSD SPED – Pam Warren** – Holidays are a tough time for kids with needs – a lot of stimulation. Gave a handout on ways to help kids calm down and help their sensory systems.
- **Open Doors – Donnette DeMaio** – Ditto for Circles!!!!
- **PTA – Shelyce Keyes** – Encourage families to continue to read with kids over the break! Remember day at the Capital in February for anyone that wants to attend. Need to be a PTA member, can sign up at your home school. Brett will get information out in January to see who wants to attend.
- **DWS – Mary Moralez** – Food Pantry is still going on from 1 to 2.
- **Circles – Lamont Hampton** – Getting ready to start Circles cohort with Head Start. Ashley Gould is the coach for the Head Start Cohort – childcare available. This is an awesome training, Brett has sent out fliers for the training – be sure to let everyone know! They will also have Spanish speaking classes the same night. Christmas dinner tomorrow night at Community Church in Clearfield at 5 pm – free and lots of fun!

✚ Teresa Oster gave the director's report

- New Hires: Leah Haas – HS TA @ Fec South; Ilene Crowell – HS TA @ FEC Full Day 2 (part time) Motion to approve by Diane Mangleson, 2nd by Jacqueline Shehorn, passed unanimously.
- HS Enrollment is at 99%. We are currently serving 61/401 Head Start children on IEP's. EHS Enrollment is at 99%. There are 3/101 Early Head Start children currently on IFSP's.
- USDA Reimbursement for November is: Head Start \$222.47 – YTD is \$921.35. Early Head Start \$735.81 – YTD is \$2235.91.
- Grants are in! YEA! Thanks to the Managers!
- In January we will be talking more about our Self Assessment. We ask volunteers and parents come in an interview staff and come interview staff and see how our program is doing.

Dana explained that last month we talked about Candace moving as part of the Executive Committee. PDM Committee will meet in January to get process written in By-Laws and then we will have a vote at January meeting.

Brett said that we really need to crank up In-Kind in January – talk to the parents and encourage them and see what help they need to get hours turned in. Pep-talk to ALL parents – Teachers and FSW's can talk to individual parents as needed. Be There activities count as In-Kind – but not towards your child's goal and working at home.

Family Cultural Celebration will be coming up, so be thinking if you want to help with that, Brett will be sending e-mail out in January.

Thank you for your time. We really appreciate your time and participation. It really means something when these other parents hear from you instead of Staff all the time!

Important Dates to Remember:

Winter Break – Dec 21, 2018 – Jan 2, 2019

Next Policy Council meeting will be January 16th at 6:00 pm.

Policy Council Chair – Dana Baldwin