

**Davis/Summit Head Start**  
**Policy Council Minutes**  
January 16, 2019

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

**Welcome:** Riley Thomson, Policy Council Vice Chair, welcomed everyone and established a quorum.

- Riley excused Dana and Teresa and we're working on getting a new Board member. Went over December PC minutes. Motion to approve made by Flora Green, 2<sup>nd</sup> by Diantha Mangelson, passed unanimously.
- Riley Thomson, PC Vice Chair, went over the Policy Council Budget. PC Training at USU has not yet come out of the budget, so even though it looks like we have money, it's encumbered. Motion to approve made by Amber Allen, 2<sup>nd</sup> by April Larsen, passed unanimously.
- Brett explained about Parent of the Month. Parents, teachers and FSW's can all nominate someone who has gone above and beyond. There is a nomination sheet in your binder, so be thinking and send nominations to Brett. He needs them about 2 weeks prior to Policy Council so he can invite them to the next meeting to be honored. We would love to have a Parent each month! We have so many good things going on in our program that we would really like to recognize.
- Bronze medal volunteer award is coming up the end of January. Bronze winner has to have 150 volunteer hours with at least 20 hours in the classroom. Silver is the end of March and Gold is the end of April. Hours increase for each level. Remember this includes hours spent with your children as well. Be sure to let all the parents know and get your hours turned in.
- Riley Thomson shared information about the CIP (Continuous Improvement Planning) meeting she attended. It is a quarterly meeting that Leadership Staff attend as well as the PC Executive Committee where we go over outcomes, goals and plan upcoming events and discuss ways to improve the program. She reminded parents that we have to track attendance for Head Start – please remind parents to call when their child is absent and tell the teacher WHY your child is absent.
- Paola Reyes went over December Budgets. We are currently 50% through our Continuous Grant year. Head Start (7320) is 41.22% spent, and Head Start Training (7318) is 56.33% spent. EHS (7314) is 45% spent, and EHS Training (7315) is 32% spent. In-Kind for Head Start is at 34.07% and EHS is 37.73% received. We have improved, but we are still behind on In-Kind hours. Please continue to encourage your parents to get their hours turned in. If they need help, they can talk to the teacher or their Family Service Worker. You can turn in past months all year long. We have seen that the hours are getting done, but they are just not getting turned in.
- Paola went over the Purchase Card report – there were no questions. Motion to approve budgets made by Diantha Mangelson, 2<sup>nd</sup> by Fernanda Alameda, passed unanimously.
- Paola went over the results for the annual Audit for Davis School District, which includes us. There were no findings, so that is a good thing! Motion to approve made by April Larsen, 2<sup>nd</sup> by Bradie Daines, passed unanimously.

## Community Reps

- **DSD School Board – Tamara Lowe retired** – Do not have a rep yet.
- **Davis County Health Dept – Terri Sory** - They are now open at the Clearfield office Monday & Friday from 9 to 5 and Wednesday from 1 to 5. Tuesday – Thursday from 9-5 and they are not closed during lunch any more.
- **DSD SPED – Pam Warren** – Passed out a handout that helps with behaviors. Communication is the Key. If you try to use positive comments instead of negative, kids will do a lot better. Praise them when they do positive things. Tell your kids what you WANT them to be doing, not what you DON'T want them to do. You are still telling them expected behavior, just in a positive way.
- **Open Doors – Donnette DeMaio** – Every month they give out a newsletter which contains a different topic. This month was creating a Family bucket list, she passed around a flier with some of the ideas. Circles classes are starting tomorrow, but you can still sign up. Ashley Gould is going to be the coach for the Head Start class. She was a past PC Chair and is excited to do this. She will come to Be There's and explain it to parents if anyone is interested. Her number (385) 209-6191. OpenDoorsUtah.org has information about Circles. Open Doors has a job opening in the Crisis Nursery – 8:30 to 5:00.
- **PTA – Lynnette Checketts/Shelyce Keyes** – PTA day at the capital is coming up on February 12<sup>th</sup>. There is a guided tour and they will tell us which bills they are watching and advocating for on a state level for our schools, and includes lunch. They have different advocates assigned to help write the bills and watch what is happening. There are several bills coming up, but they are not yet numbered. Lynette went over some of the bills that they are watching and hoping to pass. UtahPTA.gov website will show all the bills as they are numbered and what process they are in. Cost is \$15 for PTA members with lunch - \$50 if you're not a PTA member. You can join at your local school or you can join Region 3 PTA.
- **DWS – Mary Moralez** – Passed out a flier for the mobile food drop off, and a handout for food stamp information – SNAP/WIC is giving money in January for February payment, so you'll have to be aware that it's not an extra payment and budget. If the shutdown continues, there will be no funding for March.

## Heather Linehan gave the director's report

- New Hires: Beverly Britt – HS TA @ Holt. Motion to approve by April Larson, 2<sup>nd</sup> by Naomi Etheridge, passed unanimously.
- HS Enrollment is at 98%. We are currently serving 64/401 Head Start children on IEP's. EHS Enrollment is at 100%. There are 3/101 Early Head Start children currently on IFSP's. Attendance should be at 85% - EHS was at 75% and Head Start was at 82.24%. We know there is a lot of sickness in December, so we hope that January attendance will increase.
- USDA Reimbursement for December is: Head Start \$187.46 – YTD is \$1108.81. Early Head Start \$324.69 – YTD is \$2560.60.
- Heather went over the Self-Assessment information. This is where we assess our own program to

see how we're doing as a program and find and correct any problems before the Federal Review. We need parents to be interviewed, and parents to interview. Opening meeting is January 23<sup>rd</sup>. If you would like to participate, but cannot attend the opening meeting, sign up and we can have you do checklists in classrooms on a day that works for you.

**Committee Work:**

**PDM Committee:** Discussed By-Law amendment – when an Executive Member leaves during the year, the runner up for that position from the original election would take over. If there was only one person, nominated to the position initially, a new election will be held. Amendment was approved in Committee – motion to approve by Policy Council made by April Sumpter, 2<sup>nd</sup> by Diantha Mangelson, passed unanimously. By-Laws will be changed to reflect amendment.

**FCP Committee:** Reviewed eligibility form that parents fill out when registering just to make sure that it is still current and has appropriate information. Discussed making some changes in wording on different areas of the eligibility form.

**Education/Health Committee:** We are working with Health Department to help find a solution to Opioid Crisis. Working to get Naloxone in homes that need it. Karen will have a few doses here that she can distribute as needed.

**Important Dates to Remember:**

- FISH Activity – Jan 26 @ HAFB Museum
- Survival Skills for Health Families – Jan 29 @ FEC
- Family Cultural Celebration – Feb 7 @ Treehouse Museum @ 6 pm
- 

Next Policy Council meeting will be February 20<sup>th</sup> at 6:00 pm at **DTC**.

Motion to adjourn made by April Larson, 2<sup>nd</sup> by April Sumpter, passed unanimously.

---

Policy Council Chair – Dana Baldwin