

**Davis/Summit Head Start
Policy Council Minutes
March 20, 2019**

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

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

- Dana went over February PC minutes. Motion to approve made by Fernanda Almeda, 2nd by April Larson, passed unanimously.
- Riley Thomson, PC Vice Chair, went over the Policy Council Budget. Motion to approve made by Flora Green, 2nd by Diana Mangelson, passed unanimously.

- ✚ **Parent of the Month:**
 - **Danielle Meno** has served her fellow families well. She took on the responsibilities of Class Chair. She is consistently aware of the mother's needs around her and how she might support them. Through challenges in her life she has maintained her greatest priority which are her children. She is intentional as a mother and each day creates an atmosphere of acceptance, love and creativity. This love she surrounds her children with, and she touches the lives of all those who come in contact with her. She is an amazing woman and mother. (EHS 2A – Home based)
 - **Anjelica Tomayo** volunteers almost every day in our class. She has become a "3rd" teacher and taken the time to learn about each child. She teaches them Spanish as they help her practice English. She is such a value to her class. She has learned the routine and steps right in to help with hand washing, spills, reading stories and center time activities. She helps another family in the class who recently had a baby with medical issues, by transporting the Head Start child to and from school. We love having Anjelica in our classroom. She is a valued help to teachers and children too! (Adelaide – HS)
 - **Claudia Guadalupe Bonilla** has been a huge help since the beginning of the year. On average she spends 8 hours a week helping in the classroom. Claudia has spent time helping students other than her own, preparing lunch and doing whatever we have asked her to help with. She is someone who the kids trust and look up to. The Teacher Assistant said that on a personal note Claudia has been a great support to her as we have had 3 different Teachers in the classroom, but she has been a familiar face for our students. Every time a new teacher arrived Claudia stayed and helped all day. (Lincoln – HS)

- **Paola Reyes** went over February Budgets. We are currently 66.67% through our Continuous Grant year. Head Start (7320) is 57.03% spent, and Head Start Training (7318) is 75.51% spent. EHS (7314) is 61% spent, and EHS Training (7315) is 45% spent. In-Kind for Head Start is at 67.99% and EHS is 57.47% received. We only have 3 months left for In-Kind – so encourage your parents to get their In-Kind turned in. Remember you can go back and put it in for past months. Teresa reminded everyone that in order to get the Federal dollars for our grant we have to hit a certain threshold, so we REALLY need to get the hours in. We need to make sure that parents understand how important In-Kind hours are. FSW's and teachers can help get the word out to your parents and help them fill out forms also.
- **Paola** went over the Purchase Card report – there were no questions. Motion to approve budgets made by April Sumpter, 2nd by April Larson, passed unanimously.

Community Reps

- **DSD School Board – John Robison** – Introduced himself, is really happy to be here. They are really excited to have Head Start come to the Board meetings the first Tuesday and give presentations. They are really appreciative of Head Start.
- **Davis County Health Dept – Terri Sory** – Passed out A Davis County Staycation guide to help people get out and be active, especially since Spring Break is coming up. Has lots of information of places to go and things to do. Safe Kids is coming up Saturday, May 11th from 10 am to 2 pm at Northridge High School.
- **Open Doors – Donnette DeMaio** – Reminded everyone about the Respite Nursery.
- **DWS – Mary Morales** – Brought fliers for food drive.
- **Safe Harbor – Delaney Combe** – Would love to come to any family activities and model healthy relationships in families. They are working with Brett to attend more activities. Next round of group starts first week in April for domestic violence. They are really trying to work on outreach. Handed out some fliers with “tear offs” to help families know where to get help.
- **SPED – Pam Warren** – passed out a flier with information on Social Development, it has solutions to help children that with social skills so they are ready for Kindergarten.

✚ **News From the Field: Bountiful Food Pantry – Lorna Koci** – She went over some of the services that are offered by the Bountiful Food Pantry. They serve County wide. 2400 children will go home with pantry packs on Friday to supplement weekend food. If you know of a family in need that needs pantry packs and are not getting them, let Brett know as he is helping with that. They distribute 2 million pounds of food a year. They are really strengthening their partnership with Head Start. They are able to pay for eye doctors and they have a dental program at DTC two Friday's a month. They are going to try a pilot program for a 3rd day where they will do dental for 16 Head Start parents. Held a discussion of resources available and what we would suggest to families in need. There is no reason for anyone in Davis County to go hungry with all the services available. There is also a food pantry in Clearfield and at all the High School's. There are a lot of volunteer opportunities at the Bountiful Pantry. They have a special opportunity for families with young kids on Monday nights from 6:30 – 7:30. You can sign up on JustServe.org.

✚ **Teresa Oster gave the director's report**

- **New Hires: None**
- **HS Enrollment is at 99%. We are currently serving 67/401 Head Start children on IEP's. EHS Enrollment is at 98%. There are 3/101 Early Head Start children currently on IFSP's. Attendance for EHS was at 73.6% and Head Start was at 81.85%.**
- **USDA Reimbursement for February is: Head Start \$282.10 – YTD is \$1650.26. Early Head Start \$526.69 – YTD is \$3457.16. Motion to approve made by Sarah Anderson, 2nd by Jacqueline Shehorn, passed unanimously.**

✦ Continuation Grant Information:

The cost of living adjustment of 1.77% will replace the 4.0% and a step, plus \$750.00 in insurance costs, provided to all Davis District Head Start employees at the beginning of the 2018-2019 school year. The district increases exceed the amount of COLA provided by the federal government in November 2018 and thus will be used in accordance with the intended purposes indicated by the Program Instruction ACF-PI-HS-18-06.

- Request to hire a data analyst and technology specialist to replace a portion of the fiscal manager position that was vacated in June 2018 due to retirement.
- Based on Davis HS Community Assessment Data, staff surveys, and program data analysis, the 2018-2019 grant will focus on improving attendance, cultural awareness and sensitivity, and trauma informed care. Additionally, the program is on track for meeting our objective to transition registration and health information to an online platform.
- Program goals did not change. Program objective changes include deeper analysis of longitudinal child outcome data, transition home-visitors to complete Family Outcome Graphs (goals), examine ways to increase family attendance at program sponsored educational events, continue to strive for 100% accuracy in data input, and lastly, make staff aware of mental health services available to them through the district and the program.
- We have received funding for the Duration Grant which was previously approved. This will add 2 additional Duration classrooms – Fremont (which was formerly at Sunset) and Crestview will now be 6 hour classes and will not have Title I in the afternoon.

Motion to approve Continuation Grant application made by Melody Whitson, 2nd by Bradie Daines, passed unanimously.

✦ Community Assessment:

Heather Linehan went over the Community Assessment information for this year. There are about 2690 children living in poverty, and we serve 501. The amount of people living in poverty are going down across the U.S. We are serving more homeless and foster children, but we are serving fewer families receiving assistance. Things we are working on are affordable Housing, air pollution, poisoning deaths, Opioid abuse and deaths are high in Davis County. Motion to approve Community Assessment made by Diantha Mangelson, 2nd made by Melina Flake, passed unanimously.

✦ Policy Council Chair Elect:

Brett talked about the duties of the Policy Council Chair. Elections will be held next month, so anyone interested get your applications in to Brett today. Past parents can be chairs as well as Community Reps. Chair serves from June to May of the following year. They are invited to attend quarterly planning meetings and lead the Policy Council.

Brett thanked everyone who attended the Breakfast with the Buffaloes event. We have 560+ people attend. Dinosaur park is April 20. First 50 to apply will get free admission into the park for dad and child (mom if dad not available). If you are not the first 50 or bring a partner or other children, you can still come, it will just be \$3 to get in. Brett will provide lunch to everyone though.

Motion to adjourn made by Breana Kaiser, 2nd made by April Sumpter, passed unanimously.

Important Dates to Remember:

- Survival Skills Class – Tuesday, March 26th @ 6 pm
- FISH Activity – Dinosaur Park – April 20th
- Spring Break April 1st – 5th

Next Policy Council meeting will be April 17th at 6:00 pm.



Policy Council Chair – Dana Mayes