

**Davis/Morgan/Summit Early Head Start & Head Start
Policy Council Training Minutes
September 25-26, 2019**

Wednesday – September 25

Welcome: Riley Thomson – Policy Council Chair welcomed everyone to Policy Council training. Went around the room and made introductions and played a “getting to know you” game. Brett thanked everyone for serving on Policy Council. Discussed what Policy Council is, and what the Chair’s role is. Brett went through the information in the binders and explained about shared governance and responsibilities of the different groups. Policy Council played Kahoots game to help parents learn the various roles of Policy Council, Governing Board and Staff. Participated in t ropes challenge course for experiences in team building.

Thursday – September 26

Welcome:

- ✚ Dr. Dave Schramm presented on Parenting and Positivity – Simple Principles to Help Things Go Right. There are classes parenting and family classes offered at no cost through by HealyRelationshipsUtah.org.
- ✚ Barriers to Positivity – H.A.L.T. – Hungry, Angry, Lonely and Tired’
- ✚ New research shows that positivity in attitude spills over to happiness instead of things and achievements making us happy. Negativity narrows and positivity broadens our view of things.
- ✚ Challenged everyone to complete the little exercise on www.viacharacter.org that will focus on your STRENGTHS.
- ✚ The Family Place is a free text message that you can sign up for and receive a free text with ideas to do with your family every day.
- ✚ Bids for Connection is the most important idea he could share. You can Turn Away, Turn Against, or Turn Toward! Turning Toward is the most powerful thing you can do for your kids.

Policy Council Meeting:

Riley welcomed everyone and established a Quorum.

- ✚ Discussed meeting options – 3rd Tuesday from 10 to 12:30 or 3rd Wednesday from 6 to 8:30 pm took a vote – 3rd Wednesday at 6 pm.
- ✚ Cheryl Phipps, School Board member explained about Roberts’ Rules of Order for meetings. It is just intended to make sure that everyone has an equal opportunity to be heard.
- ✚ Motion to approve Minutes from last meeting made by Stacey Smith, 2nd by Sarah Anderson, passed unanimously.
- ✚ Brett explained In-Kind hours and the importance of them. Head Start asks us to “pay” a portion of our grant using In-kind which includes volunteer time, services, supplies. The great thing is that when you are working on your child’s education goals you can count that as In-kind hours so it is a win-win situation! Please remind the parents in your class of the importance of In-kind and to get the hours turned in!
- ✚ News from the Field is a segment that we’ll have every month where we’ll bring in different people from the Community to explain services that you can utilize that you may not have know about before and how to access them.
- ✚ Ashley Gould explained about the Circles Program through Open Doors and how that benefits the family. It is a program for the entire family to help them move forward and improve their lives. It

is WORK, but is a great program. There is a dinner served and different classes for the individual age groups in the family directed specifically at them. It is a great support group for families. It is a 12 week course. Currently they are on Thursday nights from 5:30 to 7:30 – but we are looking at a class for just Head Start families. Ashley will give information as it comes. Ashley can be contacted at 385-209-6191 with questions. She is happy to come to your individual classes and share the information also. This program is not a Hand Out...it is a Hand Up so you will need to be willing to do the work.

- ✚ Brett explained about the Volunteer Incentive Program there will be awards for Bronze, Silver and Gold medal for those who meet the volunteer hours.
- ✚ Marianne discussed parent volunteers. We LOVE parent volunteers – and our goal this year is to get more parent volunteers in the classroom. We love to have volunteers that want to do whatever is comfortable for them – reading a book, playing, outside time, cutting things out at home, help with Be There activities or whatever you would like to do. They are really important for the classroom as well as being a great opportunity for the parents to engage.
- ✚ Lori explained where to find our website – Davis School District – Academics – Early Childhood Programs – Head Start/Early Head Start. Sway, which is our monthly newsletter will be put on our website in case you miss it in your e-mail. Be sure to like our Facebook page – Davis Head Start/Early Head Start.
- ✚ Heather explained the purpose of the Class Executive Committee and Be There's.

Director's Report

- ✚ Teresa explained the Budget reports and how to read them. We will go over them every month for approval. We will be sending them out via e-mail about a week before the meeting, so please go over it prior to the meeting. Policy Council Budget – typically the Vice Chair will go over this, Early Head Start Budget and Head Start Budget and In-Kind for both programs. The Enrollment report shows where we are on Enrollment as well IEP/IFSP numbers as well as attendance. USDA Reimbursement report is what we are reimbursed for food and snacks in Head Start. August Budgets – We are currently 16.67% through our Continuous Grant year. Head Start (7320) is 8.95% spent, and Head Start Training (7318) is 4.17% spent. EHS (7314) is 13% spent, and EHS Training (7315) is 9% spent. In-Kind for Head Start is at 10.37% and EHS is 15.07% received. Went over the Enrollment Report. We are currently at 100% Early Head Start with 9 on IFSP's – All of Head Start has not started – so that is not filled yet – there are 26 on IEP's. Motion to approve budgets made by Sarah Anderson, 2nd made by Flora Green, passed unanimously.
- ✚ Teresa went over the New Hires for this year: (Most have been approved by last year's Policy Council – but we want current Policy Council approval also)

✚ HEAD START

- Bailey Bingham – FSW
- Brinlee Arrington – FSW
- Savannah Shapiro – FSW
- Jana Acton – FSW
- Katie Askew – HS Coach
- Angela Horsfall – HS Coach
- Amanda Carroll – Teacher @ Fremont (trans from TA)
- Kylee Goodrich – Teacher @ FEC N (trans from TA)
- Wendy Digiacomio – Teacher @ Odyssey
- Mary Tess Tsakalos – Teacher @ King
- Caroline Halladay – Teacher @ Meadowbrook
- Kailey Bingham – Teacher @ Woods Cross

- Shauna Clingenpeel – TA @ FEC 1
- Tina Fairbourne – TA @ FEC 1
- Becky Hales – TA @ FEC South
- Michelle Smith – TA @ FEC North
- Sierra Hadlow – TA @ Fremont
- Nicole Afaisen – TA @ Hill Field
- Terri Payne – TA @ Odyssey
- Kendra Toole – TA @ Woods Cross
- Calli Perez – TA @ Woods Cross
- Jenna Dienert – TA @ FEC North
- Michelle Smith – TA @ FEC North

✚ **EARLY HEAD START –**

- Kaia Ortega – EHS Ed Specialist

Motion to approve New Hires made by Flora Green, 2nd by Stacey Smith, passed unanimously.

- ✚ Karen Martin went over the various committees that Chairs will sit on when we break into committee’s a couple of times a year at Policy Council meeting. She explained what each committee did; PDM, FCP, Health/Nutrition – each chair needs to sign up for one of these. Additionally we need people for Hiring Committee and Nomination Committee. Sent around a sign-up sheet.
- ✚ Motion to have Community Reps attend Policy Council meetings made by Diantha Mangelsen, 2nd by Rachel Barker, passed unanimously.
- ✚ Motion to have Staff attend Policy Council meetings made by Sarah Anderson, 2nd by Candace Mascarenas, passed unanimously.
- ✚ Motion to have childcare for Policy Council meetings made by Riley Thomson, 2nd by Candace Mascarenas, passed unanimously.

COMMITTEE SIGN UP:

PDM:

Riley Thomson
Amanda Lanier
Flora Green
Emily Cotton
Sarah Anderson

FCP:

Jamee Mitchell
Amelia Pippin
Diantha Mangleson
Stacey Smith
Lana Bell

EDUCATION/HEALTH:

Sabrina Sylvester
Stephanie McRae
Kimberley Dangerfield
Fernanda Almeida
Madison Nalder
Jacqueline Shehorn

HIRING COMMITTEE:

Amelia Pippin
Fernanda Almeida
Yakilin Trevino
Jacqueline Shehorn
Stacey Smith

SCHOOL READINESS:

Jamee Mitchell
Stacey Smith
Lana Bell

HEALTH ADVISORY:

Jamee Mitchell
Kimberley Dangerfield
Michelle Holsinger

NOMINATION COMMITTEE:

Stephanie McRae
Diantha Mangelson
Flora Green
Sarah Anderson

✚ Held Elections for Executive Committees:○ **Vice Chair:**

Kim Dangerfield
Sarah Anderson
Amelia Pippin

○ **Secretary:**

Kim Dangerfield
Amelia Pippin

○ **Historian:**

Stacey Smith
Kim Dangerfield
Jamee Mitchell

○ **UHSA Rep**

Stephanie McRae
Jacqueline Shehorn
Diantha Mangelson
Fernanda Almeida

- ✚ Vote was taken on having Community Reps attend Policy Council meeting. Motion to approve made by Stacey Smtih, 2nd by Fernanda Almeida, passed unanimously.
- ✚ Vote was taken on having Staff attend Policy Council meeting. Motion to approve made by Stephanie McRae, 2nd by Jacqueline Shehorn, passed unanimously.
- ✚ Brett talked about Parent of the Month – we would like to honor a parent each month – it is for someone going above and beyond – anyone can nominate, and it can be any parent in our program.
- ✚ Inservice is the 2nd Friday of each month.
- ✚ Policy Council will be the 3rd Wednesday of the month – if you need childcare – please let Brett know 2 weeks prior and the number of children and ages of children that you'll be bringing.

✚ Riley thanked everyone for coming.

✚ Sarah Anderson made a motion to adjourn, 2nd made by Kim Dangerfield, passed unanimously.

Next meeting will be October 16.

Policy Council Chair – Riley Thomson

Date