

**Davis/Morgan/Summit Early Head Start & Head Start  
Policy Council Training Minutes  
October 7-8, 2020**

**Wednesday – October 7**

**Welcome:**

- ✚ Fernanda Almeida – Policy Council Chair welcomed everyone to Policy Council training. Went around the room and made introductions. Talked about “Who Are You”? Teresa Oster welcomed everyone and told people to participate at their comfort level with Covid. Played a “getting to know you” game.
- ✚ Heather went through the information in the binders and explained about shared governance and the responsibilities of the different groups.
- ✚ Dr. Dave Schramm from USU did a Zoom presentation on self-care and being the best you can be.
- ✚ Teresa explained what Policy Council is, and what the Chair’s role is and how Head Starts works with School District, who is our Governing Board, Policy Council and Management Staff. It is like a 3 legged stool and all three parts are essential.
- ✚ Policy Council played Kahoots game to help parents learn the various roles of Policy Council, Governing Board and Staff. Participated in escape rooms for experiences in team building.
- ✚ Held a Team Building activity in Escape Rooms.
- ✚ Fernanda went over Roberts Rules of Order and explained that they are the standard for which meetings are held. It is to ensure that everyone has an equal opportunity to be heard.

**Thursday – October 8**

**Welcome:**

Fernanda welcomed everyone and went over some of what we learned from Dr. Dave yesterday and ways that we can help our children connect.

Teresa led a discussion about the escape rooms experience, the importance of team building and ways we are always here to support each other. It’s important to ask for help when needed and don’t second guess yourself. Be persistent and don’t give up. Jenifer Scarine said that recognizing your struggles IS a strength!

**Policy Council Meeting:**

Fernanda Almeida welcomed everyone and established a Quorum.

- ✚ Discussed meeting options – 3<sup>rd</sup> Tuesday from 10 to 11:30 or 3<sup>rd</sup> Wednesday from 6 to 8:30 pm took a vote – 3<sup>rd</sup> Wednesday at 6 pm. Teresa Fitches, made a motion to vote for Policy Council times, Stephanie McRae seconded. Tuesday from 10-11:30 won. Tuesday October 20<sup>th</sup> will be first meeting.
- ✚ No minutes to approve since we haven’t had a meeting since February and those were approved remotely.
- ✚ Paola and Megan 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 parents last year paid it forward for this year, so this year pays it forward for next year! 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! They explained about In-Kind Pro, which is a way to track your In-Kind electronically. If you have questions, call Paola Reyes at 801-402-0654 or Megan Yates at 801-402-0688.

- ✚ Marianne discussed parent volunteers. This is a hard year since Principals have asked that no volunteers come into the classroom. Volunteers are really important, so if there are ways that you can help the teacher outside of the classroom, you can still count it as in-kind. When we get back into the classroom, if you can even volunteer for 15-30 minutes it is a great help. We LOVE parent volunteers, and want to have them 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. Be sure to like our Facebook page – Davis Head Start/Early Head Start and follow us on Instagram – Davis Head Start. There is some great information shared on those.
- ✚ Heather and Patty explained the purpose of the Class Executive Committee and Be There's. Once again, with this year, the Be There's are going to be hard to implement. They will send home packets for Be There's this year, until things change, and hopefully we can do them safely in the classroom. The first one is about Pedestrian Safety, and that is District mandated. It is a great opportunity for you to go over the packet and talk to your child about the subject. Executive Committee meeting can be held in person since there are only a few of you, or via Zoom, whichever people prefer. She also explained that 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 known about before and how to access them.

## Director's Report

- ✚ We recently wrote for an Early Head Start Expansion grant, we should hear around January if we get it or not. They only give out 60 in the Nation, so it's very competitive. With the expansion grant, we can put 5 additional center-based classrooms and will partner with Park City for Early Head Start services.
- ✚ 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 9.60% spent, and Head Start Training (7318) is 12.39% spent. EHS (7314) is 19% spent, and EHS Training (7315) is 4% spent. In-Kind for Head Start is at 11.20% and EHS is 11.2% received. Cares Act for HS is 26.86% spent, EHS Cares Act is 6.77% spent. Went over the Enrollment Report. Motion to approve budgets made by Stephanie McRae, 2<sup>nd</sup> made by Stacey Smith, passed unanimously.
- ✚ Teresa went over the New Hires for this year:
  - ✚ **HEAD START**
    - Kylee Goodrich – FSW (Transferred from HS Teacher)
    - Stephanie Carlsen – HS Teacher @ FEC North
    - Rachel Deem – Covid Asst.
    - Emily Williams – HS TA @ Holt

- CarrieAnne Frey – HS Teacher @ Whitesides
- Autumn Jones – HS TA @ South Clearfield
- Kennedy Poole – HS Teacher @ Meadowbrook
- Sarina Jensen – HS Teacher @ Wasatch
- Kelsey Trautman – HS Teacher @ South Clearfield
- Trichelle Brimhall – HS TA @ Woods Cross

✚ **EARLY HEAD START –**

- Hailee Atwater – EHS Office Asst
- Jennifer Young – Ed Specialist (transferred from Home Visitor)
- Megan Bagley – EHS Home Visitor

Motion to approve New Hires made by Jasmine Reyes, 2<sup>nd</sup> by Rachel Burress, passed unanimously.

- ✚ Karen showed the video for Head Start that was created by Select Health Award.
- ✚ 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 Mangelson, 2<sup>nd</sup> by Julie Reed, passed unanimously.
- ✚ Motion to have Staff attend Policy Council meetings made by Kelsey McFarland, 2<sup>nd</sup> by Yannin Delcid, passed unanimously.

**COMMITTEE SIGN UP:**

**PDM:**

Yannin Delcid  
 Jessica Olsen  
 Amanda Lanier  
 Diantha Mangelson  
 Kelsey McFarland

**FCP:**

Melody Klein  
 Rachel Burress  
 Stacey Smith  
 Kylee Yang  
 Jenifer Scarine  
 Jasmine Reyes

**EDUCATION/HEALTH:**

Julie Reed  
 Jamee Mitchell  
 Jessica Alvey  
 Bernice Trujillo  
 Teresa Fitches  
 Kelsey McFarland

**HIRING COMMITTEE:**

Yannin Delcid  
 Diantha Mangelson  
 Stephanie McRae  
 Kelsey McFarland

**SCHOOL READINESS:**

Stacey Smith  
 Julie Reed

**NOMINATING COMMITTEE:**

Jason Jackson  
 Kelsey McFarland

## SCHOOL READINESS (cont.)

Kelsey McFarland  
Stephanie McRae  
Teresa Fitches

### Health Advisory

Rachel Burress  
Diantha Mangelson  
Melody Klein  
Teresa Fitches  
Julie Reed  
Amanda Lanier  
Stephanie McRae

### 🚩 Held Elections for Executive Committees:

- **Vice Chair:**  
**Diantha Mangelson**  
Jasmine Reyes
- **Secretary:**  
**Yannin Delcid**
- **Historian:**  
Jasmine Reyes  
**Stacey Smith**  
**Bernice Trujillo – Asst.**
- **UHSA Rep**  
**Stephanie McRae**  
Melody Klein  
Yannin Delcid  
Teresa Fitches

🚩 Fernanda thanked everyone for coming.

🚩 Melody Klein made a motion to adjourn, 2<sup>nd</sup> made by Rachel Burress, passed unanimously.

Next meeting will be October 20 via Zoom.

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Policy Council Chair – Fernanda Almeida

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Date