

**Davis/Summit Head Start**  
**Policy Council Minutes**  
December 15, 2020

**Meeting called to order via Zoom:** 10:00 a.m.

**Welcome:** Fernanda Almeida, Policy Council Chair, welcomed everyone and established a quorum. Fernanda went over Nov PC minutes. Motion to approve made by Melody Klein, 2<sup>nd</sup> by Teresa Fitches, passed unanimously.

- Fernanda Almeida, PC Vice Chair, went over the Policy Council Budget – Motion to approve made by Amanda Monroe, 2<sup>nd</sup> by Teresa Fitches, passed unanimously.
- Heather Linehan went over November Budgets. We are currently 41.67% through our Continuous Grant year. Head Start (7320) is 30.29% spent, and Head Start Training (7318) is 21.52% spent. EHS (7314) is 35% spent, and EHS Training (7315) is 14% spent. In-Kind for Head Start is at 33.05% and EHS is 39.71% received. Cares Act Funding for HS is 36.61% spent and EHS is 12.52% spent.
- Went over the Purchase Card report. Motion to approve budgets made by Setphanie Moninger, 2<sup>nd</sup> by Maresha Bosgieter, passed unanimously.
- Discussed In-Kind – issues with In-Kind Pro vs Paper option. We need to make sure that parents get their In-Kind hours in using either. Brett to check and see if In-Kind Pro has a reminder option to put hours in at a certain time of day. Brett will send an e-mail explaining In-Kind or Non Federal Share and why it's important for parents to get their hours in.

**Community Reps**

- **DSD SPED – Stephanie Moniger** – SPED is still working on identifying children.
- **Davis County Health Dept – Terri Sory** – Health Dept has been mostly focusing on Covid Response as well as their regular work, so nothing to really report this month. Happy Holidays to everyone.
- **DCLC – Amanda James** – Family Support Specialists working on get Sub for Santa delivered. They have done a lot of shopping for Community Closet. If you need help, let them know. She'll send an e-mail with information.
- **Bountiful Food Pantry – Maresha Bosgieter** – Holidays are very busy for the Pantry – lots of generous people have allowed them to serve the community. Just finishing up Sub for Santa – passing out Hams, Turkeys and breakfast baskets for Christmas. Still doing their curbside delivery, which hopefully will get back to normal soon where people can shop for themselves. They distribute 11,000 pantry pack/month for Head Start and Davis School District. Pantry Smiles has opened – it has quite a large waiting list, but if you need assistance, sign up.

### **Marianne Henderson gave the director's report**

- ✚ New Hires: Keara Vanleuven – HS TA @ Woods Cross, Eliana Stillman – P/T HS TA @ Floater; Kim Nelson – HS TA @ Hill Field; Brody Stotts – Data/Compliance Manager, motion to approve made by Diantha Mangelson, 2<sup>nd</sup> by Rachel Burress, passed unanimously.
- ✚ Marianne went over the enrollment report. HS Enrollment is at 83%. We are currently serving 36/401 Head Start children on IEP's. EHS Enrollment is at 95%. There are 7/101 Early Head Start children currently on IFSP's. Attendance for EHS Center Based was at 77% and Head Start was at 85%.
- ✚ She went over the USDA Reimbursement for November: Head Start \$265.92 – YTD is \$744.52. Early Head Start \$542.95 – YTD is \$1303.24.

### **Business:**

- Marianne went over summary of Self Assessment. Discussed our strengths and what we can do to improve our program by each domain. We will send out a copy of the Self Assessment Summary to Policy Council. Motion to approve made by Diantha Mangelson, 2<sup>nd</sup> by Teresa Finch, passed unanimously.

Motion to adjourn made by Diantha Mangelson, 2<sup>nd</sup> by Teresa Fitches, passed unanimously.

**Next Policy Council meeting will be January 19, 2021 at 10:00 am.**

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Policy Council Chair – Fernanda Almeida