

Davis/Summit Head Start
Policy Council Minutes
January 20, 2021

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

Welcome: Fernanda Almeida, Policy Council Chair, welcomed everyone and established a quorum. Welcomed Brody Stotts – Data/Compliance Mgr at Head Start/Early Head Start. Fernanda went over Dec PC minutes. Motion to approve made by Jessica Alvey, 2nd by Jami Weaver, passed unanimously.

- Fernanda Almeida went over the Policy Council Budget – Motion to approve made by Stphanie McRae, 2nd by Yannin Del Cid, passed unanimously.
- Diantha Mangelson, Vice Chair, provided an update on Policy Council Budget.
- Paola Reyes, Fiscal Manager, went over December budgets. We are currently 50% through our Continuous Grant year. Head Start (7320) is 38.01% spent, and Head Start Training (7318) is 21.52% spent. EHS (7314) is 43% spent, and EHS Training (7315) is 29.90% spent. In-Kind for Head Start is at 40.83% and EHS is 46.75% received. Cares Act Funding for HS is 38.49% spent and EHS is 12.52% spent.
- Paola Reyes, Fiscal Manager, went over the Purchase Card report. Motion to approve all budgets made by Diantha Mangelson, 2nd by Haley Alvarez, passed unanimously.
- Paola Reyes, Fiscal Manager, reported the results of the annual Financial Audit. The Head Start program had no findings or recommendations. Motion to approve – by Stephanie McRae, 2nd by Yannin Del Cid

Community Reps

- **DSD SPED – LaNae Gertsch** – Nothing to report at this time.
- **DCLC – Amanda James** – Amanda James reported anyone in need of winter clothing can contact her. The *Closet Referral Form* has been updated; Amanda will send it to us and we'll send it out to families. Amanda reported the Learning Center doesn't have a lot of classes right now due to Covid restrictions. As soon as they are able to start again, they will let us know.

Director's Report

- Teresa Oster, Director, presented *new hires* for approval: Brooke Wilson – HS TA @ FEC HS, Melissa Chandler – EHS Teacher; Jean Laughlin – HS TA. Motion to approve made by Stephanie McRae, 2nd by Julie Reed, passed unanimously.
- Teresa went over the *Enrollment Report*. HS Enrollment is at 82%. 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 75% and Head Start was at 86%.
- Teresa reviewed the USDA Reimbursement for December: Head Start \$204.48 – YTD is \$949.00. Early Head Start \$402.95 – YTD is \$1706.19.
- Teresa shared the information from the *KEEP (Kindergarten Entry) scores* for the children that attended Head Start. Children that attended 90% or more scored 15 points higher on the KEEP than children that missed school. That is a significant difference and shows the importance of attendance. Teresa reported one of our 5-year goals included training for HS parents/families so

they understand the importance of regular attendance. Teresa stated that due to Covid, it was determined by the *Leadership Committee*, of which the PC Executive Committee is a part of, to introduce the attendance campaign next year.

- Teresa explained we did not receive the Early Head Start grant we applied for so will hope to apply again. Very competitive grant.
- Teresa explained management is in the process of writing the continuation grant. We would like to request a Virtual classroom just to be sure parents have options if Covid continues. No major changes expected in location of classrooms, however we will look at the possibility of adding a center-based EHS classroom if budget will allow as that was discussed in the Self-Assessment. Teresa asked for input from PC. It was suggested adding a classroom at DCLC. We will get final approval for classroom locations from the School District in late March.
- Invited all parents to attend the new Davis Parent Connection Corner with Dr. Dave as our first speaker.

News From The Field:

- ✚ Michelle Allen, HS/EHS Mental Health Consultant, explained her role within the Head Start program, which includes staff trainings and consults with families and children as well as staff. Michelle stated she does observations in classrooms to see where children are and if they need help and informed parents' they can request her services through their Family Service Worker or contact her directly. This year the program is working on Social and Emotional learning this year. Books with social/emotional messages have been sent to parents along with activities to reinforce the concepts. Parents are the most important role model for children, so DHS is trying to support the whole family. Michelle also discussed self-awareness and self-care and how families can incorporate it into their daily life. Michelle also discussed the importance of modeling for our kids. If anyone would like to talk to Michelle for anything, please reach out to her at miallen@dsdmail.net or (801) 402-0702 or (801) 499-7133.
- ✚ Rachel Reist, LCSW, presented on behalf of with prevention at Davis Behavioral Health. DBH offers general prevention and education classes to parents at no cost. *Incredible Years* and *Emotional Coaching* are two classes that she would highly recommend. <https://www.dbh.utah.org/prevention/parenting/> to get more information. These classes are currently being held virtually. Rachel will send out the PowerPoint with everything she discussed. *Everyday Strong: Resilience Handbook* and *Parent Training* are an additional resource Rachel offered. <https://www.dbh.utah.org/training/everyday-strong/> DBH also offers Mindfulness and Resource Classes. <https://www.dbh.utah.org/mindfulness> Rachel informed parents that therapy is available for preschool-aged children <https://www.dbh.utah.org> Complete a *New Youth Client Enrollment Application* online if interested.

Business:

- Marianne Henderson explained that last year the Policy Council approved switching the program's social and emotional curriculum from *Second Steps* to *Conscious Discipline*. Last year's policy council agreed to it, however requested more information about the curriculum, which Marianne Henderson provided. Therefore, she requested consideration of the Council in making *Conscious*

Discipline our primary Social/Emotional curriculum as a follow up. Previously the program used *Second Steps*, which is child-centered, however it was recommended Conscious Discipline provides a more comprehensive approach and gives teachers and parents tools to deal with challenging behaviors. Marianne explained how Conscious Discipline teaches children to connect with others and identify and express their feelings. Marianne asked for a vote to adopt Conscious Discipline while still using *Second Steps* as a resource. Motion to approve made by Stephanie McRae, 2nd by Teresa Fitches, passed unanimously.

- Heather Linehan introduced the possibility of using *Conscious Discipline* as our parenting curriculum. The program is currently using *Incredible Years*, which is a very good curriculum. DBH will continue to offer *Incredible Years* classes at no cost to Head Start parents. Heather explained using *Conscious Discipline* would provide children with consistency of language and the same approach at home and school. Conscious Discipline also offers webinars and podcasts on specific topics, which would be helpful to parents. Policy Council discussed the importance of having consistency at home and in school. Motion to approve the use of Conscious Discipline was made by Stacey Smith, 2nd by Stephanie McRae, and passed unanimously.
- Fernanda Almeida, Policy Council Chair, reminded the parents to sign up for the Resiliency Conference for next Friday if they are interested. It is virtual and free to everyone.
- Brett explained that Dr. Dave is going to offer some “Parent Café” classes for our parents. They will be 1-hour classes with discussions. Watch for the fliers on the classes and make sure the parents in your class are aware of this opportunity. Brett stated Dr. Dave will focus on Social/Emotional development, a priority of the program.
- Brett also reminded everyone to take advantage of FISH – even though we cannot meet as a group due to Covid, he encouraged members to take their family to the same locations and send us pictures! Next month videos will be coming out from the Treehouse Museum, so watch for those.

Committee Work:

- Small group discussions
PDM: Program options for next year and classroom locations approved.
PFCE: Eligibility requirements.
Education: IMIL and Covid.

Motion to adjourn made by Yannin Del Cid, 2nd by Diantha Mangelson, passed unanimously.

Next Policy Council meeting will be Wednesday, February 17, 2021 at 10:00 am.

Policy Council Chair – Fernanda Almeida