

**Davis/Summit/Morgan Head Start**  
**Policy Council Minutes**  
February 17, 2021

**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 Jan PC minutes. Motion to approve made by Maresha Bosgieter, 2<sup>nd</sup> by Diantha Mangelson, passed unanimously.

- Diantha Mangelson went over the Policy Council Budget – Motion to approve made by Stacey Smith, 2<sup>nd</sup> by Julie Reed, motion passed unanimously.
- Paola Reyes, Fiscal Manager, went over January budgets. We are currently 58.33% through our Continuous Grant year. Head Start (7320) is 45.84% spent, and Head Start Training (7318) is 48.01% spent. EHS (7314) is 52% spent, and EHS Training (7315) is 39% spent. In-Kind for Head Start is at 54.78% and EHS is 55.46% 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, 2<sup>nd</sup> by Stacey Smith, passed unanimously.
- Brett Lund discussed In-Kind. We have made a good progress this month and thanks PC members for their efforts. We are still a little behind where we typically are at this time of year. Brett asked PC members to continue to encourage your parents to get their hours turned in. We have offered an In-Kind Pro app, if it is easier, tell parents to feel free to use it. Brett stated some people have had difficulty with the app and reinforced paper in kind hours work well also. Hopefully by next month we will be on track as PC members continue to encourage their parents in each classroom. Brett also explained “in kind” is how we pay it forward to next year’s parents, just as last year’s parents’ made it possible for this year. Diantha stated In-kind Pro is difficult to use. Brett suggested checking with parents and see if they have input or suggestions and send recommendations to him, providing his email contact. Melody Klein suggested making the log-in easier than the QR Code and possibly look at including reminders for parents to enter their hours. Brett asked parents to provide written feedback by Feb. 26<sup>th</sup> and he will take suggestions to the executive committee and program managers. Brett concluded by thanking PC members for their efforts in encouraging parents to get In-Kind turned in, whether it’s App or paper.
- Fernanda told PC she is working with the Health and Education managers to implement IMIL in the classrooms. She encouraged PC members to think of ways to add movement with their kids as much as possible. She shared that she’s doing smaller loads of laundry and having the kids help her carry loads downstairs, so they are moving more. It can just be simple ideas and very important when we are at home with our children.
- Fernanda reminded parents of the next *Family Connection Corner* (FCC) opportunity with Dr. Dave Schramm. Teresa mentioned this is a new method to try to get more parents involved in parent education classes. It is designed as a small group of parents on a Zoom call where the speaker, Dr. Dave, provides ideas and then opens it up to the group to share their successful strategies and address their questions directly with an expert in the field. Teresa asked if those that participated in the last FCC, if they had feedback for the group. Fernanda said the information shared was excellent and she really liked the small group and the ability to ask Dr. Dave questions. Stacey Smith suggested the time, 7:00 to 8:00 PM, is difficult because it is generally the time parents are working to get

children to bed. Teresa said she would check into whether the time of the next FCC could be moved to daytime or evening. March 11<sup>th</sup> is the next meeting.

### Community Reps

- **DSD School Board – John Robison/Cheryl Phipps** – Excused
- **PTA – Shellyce Keyes** – Day at the Capitol was Tuesday. It was virtual, if you a PTA member you can go back and watch it.
- **DCLC – Amanda James** – They have been working with United Way on rental relief and encouraged PC members to contact her if they are having trouble paying rent. Amanda will send a flier to share with parents in the classroom.
- **Open Doors – Lamont Hampton/Ina Castillo** – Reported they just completed one of the 12-week CIRCLES courses. They are registering now for another cohort starting on March 12 if you know any families that could benefit.
- **Bountiful Food Pantry – Maresha Bosgieter** – The Bountiful Food Pantry is trying to make sure that everyone has food. They also have funding for rental assistance, for a little longer, for anyone that has lost jobs due to Covid and encouraged PC Members to let the families know. Once the money runs out, they will be switching to Open Doors. Maresha also said they are working hard to keep pantry packs filled. Diantha asked what families can do if they don't have transportation? Maresha said they are trying to make it as easy as possible for families to get food. They are allowing friends or family members to pick up food for another family. She said anyone in need can complete an application or renewal on-line. They have curbside pickup for those not wanting to go in. They can also apply for rental assistance online. Maresha walked the PC members through the process; go to [www.bountifulfoodpantry.org](http://www.bountifulfoodpantry.org) and click on the Get Help tab.

### Director's Report

- Teresa Oster went over the *Enrollment Report*. HS Enrollment is at 85%. We are currently serving 42/401 Head Start children on IEP's. EHS Enrollment is at 93%. There are 7/101 Early Head Start children currently on IFSP's. Attendance for EHS Center Based was at 74% and Head Start was at 84%. Teresa said this is amazing given the pandemic yet reminded PC members the program is still encouraging any child that is sick to stay home. Teresa reviewed the USDA Reimbursement for January: Head Start \$255.36 – YTD is \$1204.36. Early Head Start \$593.90 – YTD is \$2300.09. Teresa asked for a motion to approve the HS reports. Melody Whitson made a motion, 2<sup>nd</sup> by Julie Reed, motion passed unanimously.
- Teresa shared that Heather Linehan presented the ERSEA information at the School Board last night and did an amazing job. Superintendent Newey said he was very impressed with the job the Head Start management team does and Teresa stated we are so fortunate to have the support of the district and the School Board.
- Teresa said that they are still finalizing the grant however, no major changes are expected with operations or funding with one exception. Teresa said the PDM committee met last month and is recommending changes to the Prenatal program. We are having trouble filling the ten (10) allotted

slots, so we worked out the budget to reduce Prenatal slots from 10 to 2 and add an EHS Center-based classroom that will serve 8 children. She shared the PDM Committee discussed this last month and would like to propose it to the larger group for a vote. A motion to approve changing 8 prenatal slots to center-based class, and serving two prenatal, and to approve the overall grant, was made by Diantha Mangelson, 2<sup>nd</sup> by Julie Reed, motion passed unanimously. Teresa will be working with the executive team on the budget – but just so that Policy Council understands – 93% of our budget goes to salaries and benefits. Without the school district support, we could not fully serve our enrolled slots. Since the program does not have to rent classroom space, we are able to give more direct help to families. We are not anticipating any class changes – but we have a space meeting with the District on April 9, but since our grant is due before that, we are submitting with classes as they stand, but we don't anticipate any changes. Fernanda asked if the new center-based EHS classroom could be in Bountiful since she heard the center is going to be remodeled. Teresa explained the location of the class will be determined by parent need identified during enrollment. Teresa explained she must first write for a supplemental grant to remodel the FEC South Center in Bountiful so we would have to get the grant before any renovations could be done.

#### **News From The Field:**

- ✚ Brenda Warnshuis, HS/EHS Health and Nutrition Specialist discussed Financial Literacy. Brenda discussed how a budget is the best way to track your money. It is great to have a plan even before you are paid. Brenda recommended to get your kids involved and teach them about budgeting. You are your child's first and lifelong teacher. When implementing your budget, it is best to pay for the most important things first, housing, food, utilities. After getting current on everything – an Emergency Fund should be the next item to work on. Brenda said she will send out a 52-week money challenge. It's a challenge to save every week and works great to have Christmas or Emergency Fund money. Brenda addressed debt payoff – suggested they make a list of all their debts, smallest to largest, regardless of interest rate. Make minimum payment on everything – smallest gets any additional money added to it. Once that is paid of you roll that minimum payment to the next smallest and get that paid off and so on until everything is paid off. Brenda encouraged everyone to pull free annual credit report every year. Utah State University has a site *Empowering Financial Wellness* that has a calendar at the top of the page that is helpful, also has webinars, etc. [Empowering Financial Wellness | USU](#)
- ✚ Lamont Hampton and Ina Castillo from Open Doors shared information about the CIRCLES program and how they can help with financial goals. CIRCLES is all about helping families learn to become financially secure and they teach children at young ages about budgeting so they can help address inter-generational poverty. They work with the whole family with ag- appropriate groups. It is a 12-week program and they have seen so much success. To sign up you can reach out to Lamont and he will get you signed up. 385-231-6790, [lhampton@opendoorsutah.org](mailto:lhampton@opendoorsutah.org) Ina discussed budgeting by changing from a poverty mentality to wealth mentality. The first thing to do is to write down EVERYTHING that you spend – from necessary to fun spending and really see where you are spending money and look for different ways to save. When you really start looking into things you will find little ways that you can save that you didn't even realize. Cutting cell phone bills, cable,

eating out; there are a lot of things that are taking your income that you don't really think about. The CIRCLES program help you look at the full budget, figure ways to cut and save and help you make a new budget and train you on how to stick to the budget. There is a lot of group advice and everyone helps each other. It is an amazing class and they have seen a lot of success. Lamont shared a success story of Janet, a former Head Start parent that recently just purchased her own house.

**Business:**

**Information from Committee Work in January:**

- Teresa Oster – PDM Group discussed Program Options for next year and possible changes to prenatal (lowering from 10 to 2) and adding a center-based classroom if the budget allows. The PDM group agreed to the prenatal/EHS change and make the recommendation to the larger PC Council for a vote.
  - Heather Linehan – PFCE Group discussed Eligibility requirements. They went over the Eligibility form and discussed ways to get families involved since we are unable to meet together. There are some great prizes if parents participate in the “activities” and post pictures. Watch for posts on social media and the newsletter to see the challenges and participate for a chance to win the prizes. Brett is also doing FISH Finders for Dad’s that participate in “FISH” activities that are posted. Brett is highlighting fathers or male figures that are spending quality time with their kids. They are working on Antelope Island for March – to distribute some family passes and take your family to Antelope Island to enjoy the day and do some family art activities. February 24 Brett will be doing a Couples Communication class via Zoom – at 8 pm. Would love to have everyone participate. Heather showed everyone the eligibility form for next year. Changed wording on the homelessness from “in the past” to “in the lifetime of the child registering”. Motion to approve made by Teresa Fitches, 2<sup>nd</sup> by Maresha Bosgieter, motion passed unanimously.
  - Marianne Henderson/Karen Martin – Education and Health Group discussed IMIL and Covid issues. Karen discussed Covid changes in length of quarantine and how Covid affected the school year. Karen complimented teachers and staff for the way they handled everything. Karen stated they are working on IMIL in the classroom. Karen shared the link to I Am Moving, I Am Learning (IMIL) – Choosy Kids <https://choosykids.com/pages/imil> so parents can do it at home and continue to work on it with their children. If you have any ideas on better ways to get the information to parents, they are open to suggestions.
- ✚ Brett thanked everyone for attending, lunch card will be provided to everyone who attended. Fernanda thanked everyone and asked for a motion to adjourn the meeting. Motion to adjourn made by Maresha Bosgieter, 2<sup>nd</sup> by Teresa Fitches, motion passed unanimously.

**Next Policy Council meeting will be Tuesday, March 16, 2021 at 10:00 am.**

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Policy Council Chair – Fernanda Almeida