

## **Davis/Summit Head Start**

### **Policy Council Minutes**

October 21, 2021

**Welcome:** Fernanda Almeida was excused. Yannin Del Cid, PC Vice Chair, welcomed everyone and established a quorum. Yannin went over Oct Training PC minutes. Motion to approve made by Diantha Mangelson, 2<sup>nd</sup> by Lori Barnhurst, passed unanimously.

- Julie Reed, PC Secretary, went over the Policy Council Budget – Motion to approve made by Katerina Levin, 2<sup>nd</sup> by Diantha Mangelson, passed unanimously.
- Marianne Henderson went over September Budgets. We are currently 25% through our Continuous Grant year. Head Start (7320) is 16.18% spent, and Head Start Training (7318) is 40.34% spent. EHS (7314) is 22% spent, and EHS Training (7315) is 24% spent. In-Kind for Head Start is at 17.08% and EHS is 16.08% received.
- Went over the Credit Card report. Motion to approve budgets made by Ashley Morton, 2<sup>nd</sup> by Katarina Levin, passed unanimously.

#### **Community Reps**

- **DSD School Board – Cheryl Phipps** – Cheryl stated she was sorry she missed the retreat. Introduced herself as a member of the School Board and lives in Clearfield. She is also a PTA Health Commissioner for Davis County. She does not have specific announcements from the Board. Currently the Board is discussing the amount of time the public needs for input during the Board meetings. Cheryl asked PC for their input and ideas about ways to balance the public's need to share and not have 4-hour meetings. The Board is very aware of Head Start and really appreciates everything DHS does. She stated, "you are the first and primary educators of your children, so thank you for your service."
- **PTA – Shelly Keyes** – Got her start in HS Policy Council and has moved onto PTA. Being involved in PTA really helps parents get involved in their child's education. The PTA is working on getting funding for full-day Kindergarten at this year's Legislative session in January. She emphasized a need for legislators to hear parents' voices to get it passed. Encourage your Legislators and School Board members and let them know that you are interested. Full day kindergarten will be optional yet has proven to be greatly beneficial for children that need it.
- **DCLC – Amanda James** – Really excited to get all the Family Service Workers from HS and the District together and collaborate on all the services that are provided.

#### **Director's report**

- ✚ New Hires: Hazel Hall – HS Teacher @ Lincoln; Angelica Magbanua – HS TA @ Wasatch. Motion to approve by Diantha Mangelson, 2<sup>nd</sup> by Valerie Crumm, passed unanimously.
- ✚ Teresa went over the enrollment report. HS Enrollment is at 99%. We are currently serving 40/401 Head Start children on IEP's. EHS Enrollment is at 92%. There are 4/101 Early Head Start children currently on IFSP's. Attendance for EHS Center Based was at 74% and Head Start was at 86%. Teresa reminded parents of the program's goal to maintain 85% attendance levels whenever possible.
- ✚ USDA Reimbursement for September is Head Start \$346.00 – YTD is \$446.00. Early Head Start \$1121.06 – YTD is \$1493.25.
- ✚ Teresa shared a PowerPoint welcoming everyone to Policy Council and an overview of what new initiatives we are working on in our program, the program's 5-year goals and the overview of the budget expenditures with most of the budget allocated towards staff salaries and benefits. Teresa explained the federal to local model and explained DHS is the only Head Start program in the State

that is part of a School District, which has the benefit of many services and an ability to spend most of our budget on direct services to children and families. DHS set 5-year goals based on needs specific to our community and program. Teresa reviewed the 5-year goals, i.e.: Kindergarten Readiness, Collaborations with Community Partners, effectively using Data to drive program decisions, Increase Mental Health and Wellness with children, families, and staff.

Some of the initiatives are Professional Development for all staff, that includes personal wellness. Family Connection Corner for DLL Outreach. Increased Social and Emotional training for parents, staffing support with an additional class to reduce class sizes, permanent subs, etc. Teresa reminded parents, children are our future, and we have the ability to create a brighter future. You are the most important teacher in your child's life.

#### **News from the Field:**

Mary Morales from Workforce Services was excused due to family illness. Brett Lund explained about PEP. We would love to help connect you with any services that we can to help you get to school or further your job skills training.

#### **Business:**

- Self-Assessment – Heather Linehan explained that the Self-Assessment is a way for us to “dig” into information in our program and see where we can improve and where we are excelling. We are having a Federal Review this year also, so we are going to use the monitoring tool the Federal Government will use to see where we need to improve. Heather passed around a sign-up sheet for anyone that would be able to help. The Self-Assessment process will occur over 5 weeks, with each week focusing on a different domain. Anyone wishing to participate can help with one or more sessions. It is a great way to see the areas DHS is excelling at and areas for improvement.
- Teresa discussed the Policies and Procedures and the way they were re-aligned to provide active links to the district website. The access link to view the Policies and Procedures was included in your packet. We have built-in links so that staff can go directly to whatever they need. We have added Covid Policies in red in the hopes that they will be removed at some point in the future. Motion to approve made by Christina Hartley, 2nd by Katerina Levin, passed unanimously.
- By-Laws Approval has been postponed, at the request of the PDM subcommittee, until next month so they can review them more in-depth before making a recommendation to the larger Policy Council.
- Brett reminded everyone about Family Literacy Night on Tuesday, October 26th at Davis High Commons 6:30 – 8 pm.
- FISH Activity on November 6 at 12:00 at Weber State University. Please let Brett know if you plan to attend.

Motion to adjourn made by Christina Garcia, 2<sup>nd</sup> by Leslie Zuniga, passed unanimously.

**Important Dates to Remember:** Family Literacy Night – Tuesday, October 26; FISH Activity WSU Football game – Saturday, November 6

**Next Policy Council meeting will be November 18<sup>th</sup> at 6:00 pm.**

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Policy Council Chair – Fernanda Almeida