Davis/Morgan/Summit Early Head Start & Head Start
Policy Council Training Minutes
September 24, 2026

Welcome:

- Marianne Henderson welcomed everyone and explained a little bit about Head Start and gave a brief overview about why we are here and about Policy Council. We are really grateful that you were willing to take on a leadership role to join with us. You are your child's first teacher and we are here to help you in any way we can. Made staff introductions. You will not know everything within the first day and half – this will be a learning process and if you have questions on anything – please ask us! You are the cornerstone of Head Start.

- Tim Allen – Catalyst Director explained about the Catalyst – they service kids from all the High Schools – they come for part of their schedule then go back to their high school for regular school. It is for kids that are learning professional skills ie: flight, medical, culinary, etc.

- Brett (dressed as Batman) explained to parents that THEY are the superhero in their kids lives. Gave out the book "Even Superhero's Make Mistakes". Talked about how none of us are perfect – but mistakes are how we learn. Be okay with making mistakes and teach your children that mistakes are okay – just learn from them. Told them about STAR as part of Conscious Discipline. It means Smile Take a deep breath And Relax. Went over the information in the binder. We are going to stay as close to the agenda as possible. Introduced Dr. Dave Schramm.

Dr. Dave Schramm presented

- Presented on the Happy Hacks for head Start Parents. Be slow to judge and quick to love. Shared hacks on creative solutions to problems. 3 Fundamental Needs: Safety; Physical & Emotional – leads to Peace. Satisfaction; pleasures yearning for learning desire to acquire – leads to Contentment. Connection; compassion, empathy, kindness, gratitude, service – leads to Love. Discussed Relationship Needs Circle – "Hurt People Hurt People". Discussed responding to need instead of reacting. 3 Types of Happiness: Pleasant Life, Good Life, Meaningful Life. New research shows that we become more successful when we are happy and positive. 4 Principles for Becoming Better – Search Inward; Turn Outward; Look Upward; Press Forward. www.viacharacter.org. for your top character. Stop comparisons. Slow down and relax. Gratitude helps us recover from loss and trauma – it is absolutely essential. It's part of our psychological immune system. Gratitude Hacks: write down 3 good things – top 10 people, places, experiences and things.

- Marianne Henderson, HS/EHS Director & Stormie Weathers, PC Chair – had everyone introduce themselves. Welcomed everyone. We have some parents returning – want all new chairs to feel comfortable – so ask for anything you need. Discussed what Policy Council is and what roles are for chairs. Marianne explained that Policy Council is a shared governance, which means that everyone has a responsibility. It was created for not just education, but so parents could have a voice. It is made up of Staff, Parents and Davis School Board. Showed a video of what everyone's roles are and how shared governance looks. Held a discussion to make sure everyone understands. Discussed confidentiality – be careful of what you share outside of Policy Council.

Went over what you will be working on. Your voice matters! Our theme this year is Reach for the Stars – Together we Shine! Alone we can do so little – but Together we can do much. Stormie talked about how meaningful Policy Council can be. Told a little about the resources she has received, and encouraged parents to make use of any resources they are interested in.

- Heather explained about Be There's. It is a chance for you to go into the classroom and see what your kids are doing. You, along with your vice chair, secretary, teacher and FA are a team in planning Be There's. Heather went over the roles for the Be There's. You are the best resource to encourage the parents in your class to attend. One of your roles as PC Chair is to take back the information and resources from Policy Council to share with the parents in your class.

- Brett went through the binder and explained what all was in it. Each month you will get and email and learning genie notification about a week prior to the meeting, with the agenda, minutes and reports for each meeting. Explained about the reports and what they mean.

Team Building activity.

Held a reflection conversation about what we learned from the team building sessions. Parents really liked the Catalyst Center. Felt like it was a really good experience. Discussed what the takeaway was from the activities. Helped connect and interact more.

Policy Council Meeting Commenced:
Stormie Weathers welcomed everyone and established a Quorum.

Brett went over and trained on Robert's Rules – which is a way that helps meetings be conducted in a way to be fair, respectful and efficient. Must have a quorum in order to vote on any item. Went over the By-Laws and explained what they mean. Explained the importance of attendance and that everyone's voice matters.

- Stormie went over minutes from the May Policy Council meeting. Explained that we approve May minutes since that is the last meeting that is held for the school year. Motion to approve made by Megan Shupe, 2nd by Steven Belton, passed unanimously.
- Stormie Weathers went over the Policy Council Budget – motion to approve made by Tassey Pierce, 2nd by Melissa Hunter, passed unanimously.

Paola Reyes trained in how Head Start/EHS money is disbursed from the Federal Government, how budgets are prepared and how to read the monthly budget reports.

- **August Budgets** – We are currently 17% through our Continuous Grant year. Head Start (7320) has spent 10% of the total budget, and Head Start Training (7318) is 6% spent. EHS (7314) is 11% spent, and EHS Training (7315) is 1% spent. In-Kind for Head Start is at 10% and EHS is 11% received. Went over Credit Card Report. Motion to approve budgets made by Melissa Hunter, 2nd by Sara Dickemore, passed unanimously.

Director's Report

Marianne went over the USDA Reimbursement for August – Head Start $ 118.30 – YTD is $118.30 Early Head Start $ 442.38 – YTD is $442.38. She also went over the Attendance Report for August

HS Enrollment is currently at 98%. Program is currently serving 346/352 Head Start children and families, with 37 on IEP's and 50 on waitlist. EHS Enrollment is at 96%. We are currently serving 93/96 Early Head Start children and families, 2 are currently on an IFSP, and 54 on waitlist. Attendance for EHS Center Based was 75%, Head Start was 93%, EHS Home Visits were 90% and EHS Playgroups were 44%.

- New Hires
  - **EARLY HEAD START**
    - Calli Perez – EHS Home Visitor (from HS TA)
  - **HEAD START**
    - Lauren Todd – Family Advocate (from EHS HV)
    - Amy DeGraw – HS Ed Specialist (from Coach)
    - Angela Horsfall – HS Ed Specialist (from Coach)
    - Trisha Rhodes – HS Coach (from teacher)
    - Jessica Anderson – HS Coach (from teacher)
    - Jamie Wing – HS Teacher @ Meadowbrook (from TA)
    - Alicia Best – HS TA @ FEC Full Day
    - Alyssa Keeler – HS TA @ Antelope
    - Stephanie Shaw – HS Teacher @ Crestview Duration
    - Rachel Dart – HS Teacher @ Vae View
    - Kelsi Barnes – HS Teacher @ W. Bountiful
    - Alex Hernandez – HS Teacher @ FEC Full Day
    - Brittany Zoltz – HS TA @ Crestview
    - Isis Rasmussen – HS TA @ Crestview
    - Toni Wycherly – HS Teacher @ Lincoln
    - Xero Navarrete – HS TA @ Adelaide
    - Lauren Allphin – HS TA @ FEC HS
    - Peyton Brock – HS TA @ Hill Field
    - America Fragoso – HS TA @ Cook Duration
    - Graci Hix – HS TA – Rover
    - Ben Brown – HS TA – Rover
    - Melissa Andrus – EHS TA
    - Roseann Hall – HS TA @ Meadowbrook
    - Alex Bullard – HS Teacher – W. Clinton
    - Alana Swenson – Family Advocate

Motion to approve New Hires made by Talita Sales, 2nd by Richard Statler, passed unanimously.

Marianne reviewed Davis Head Start's Quality Improvement Plan (QIP) and Corrective Action Plan (CAP) related to child safety and line-of-sight supervision in Early Head Start. Head Start requires children to remain within staff line of sight, and incidents involving a child being out of line of sight must be reported.

Marianne explained that the program used the QIP process to examine current systems, identify areas for improvement, and develop additional safeguards. The plan was developed with staff input and focused on strengthening Active Supervision, safe sleep and nap-time practices, staff training, monitoring, and accountability.
Key actions include:

- Additional staff training on Active Supervision, safe sleep, line-of-sight, classroom zoning, and reporting requirements.
- Revised Active Supervision and Nap Time policies and procedures for Policy Council review and formal adoption.
- Updated monthly classroom monitoring checklists include head counts, room checks, line-of-sight, nap-time supervision, and team communication.
- Increased follow-up through ChildPlus To-Do Lists and monthly review of unresolved concerns.
- Monthly unannounced video monitoring of Early Head Start classrooms with documented follow-up.
- Environmental changes to improve visibility and continuous supervision, including classroom modifications and removal of barriers to line-of-sight.
- Written classroom zoning plans identifying staff responsibility for sleeping children during transitions.
- Continued staff wellness and Conscious Discipline support to help staff remain regulated, attentive, and responsive to children.

Marianne reviewed the Davis Head Start Corrective Action Plan developed to strengthen child safety, Active Supervision, incident reporting, staff training, monitoring, and accountability across the program. Key actions outlined in the plan include:

- **Staff Training:** Update annual in-person and Canvas training to provide additional guidance on Active Supervision, nap/rest time, child protection, incident reporting, and professional expectations.
- **Incident Reporting:** Develop a standardized Incident Reporting Flowchart outlining what must be reported, immediate safety actions, required notifications, and reporting timelines.
- **Increased Monitoring:** Implement standardized monthly unannounced video monitoring of Early Head Start classrooms, with documentation and follow-up tracked in ChildPlus.
- **Incident Oversight:** Establish a centralized incident-report tracking system that will be reviewed monthly by the Director and Education Manager to ensure timely and appropriate reporting.
- **Supervisory Practices:** Provide Education Specialists with additional training in professionalism, performance management, constructive feedback, documentation, and follow-up.
- **Staff Wellness:** Provide monthly reflective supervision and continue using Conscious Discipline strategies to support staff self-regulation, wellness, and the ability to remain present and responsive to children.

Marianne explained that these actions are intended to strengthen programming systems, provide additional support and accountability for staff, and ensure concerns are identified, reported, and addressed in a timely manner.

Policy Council members asked clarifying questions regarding the plans. Following discussion, **Policy Council approved both the Quality Improvement Plan and the Corrective Action Plan.**
Motion to approve by Sara Dickemore, 2nd by Lourdes Rios, passed unanimously.

Marianne reviewed the changes to the 2026–27 Policies and Procedures. She explained that there were relatively few changes this year, with most revisions focused on clarifying language and aligning procedures with current program and District practices.
Key changes included:

- **Nap Time:** Clarified that not all children nap and that quiet activities must be available for children who do not sleep.
- **Children's Behaviors, Environment Set-Up, and Staff Positioning:** Clarified expectations to support appropriate supervision and classroom practices.
- **Birthday Treats:** Added clarification that birthday treats must be provided at the end of the day at pick-up so that the parent/guardian can decide whether the child will receive the treat.
- **Ordering Supplies and Materials:** Added a **Purchase Price Variance Policy** to align with Davis School District purchasing policies and procedures.
- Marianne reviewed the changes with Policy Council and answered questions regarding the updated policies and procedures.

Motion to approve made by Autum Mercer, 2nd by Steven Belton, passed unanimously.

News from the Field:

- Brett explained about News from the Field. Each month we invite a Community Partner to share more in-depth information about their program and services they offer to the parents. This is a way for you to take information back to your class to share ways that we can help connect with different services.

Be There / Class Executive Meetings

- Heather explained the Be There's and the Executive Committee Meetings.

Volunteers – Shanda Parkinson explained that we love volunteers. If you become a regular volunteer and are going to volunteer more than 10 days, please get a background check at the District. We have a program called PATHs that is going to start in 2 weeks, if anyone is interested talk to your FA and get an application. It is a training for Parents to become subs. You have 2 half day training sessions then a chance to go out into classrooms for several hours and learn what to do. We have a PATHs training coming up after fall break. If you know anyone that wants to sub, have them reach out to us, we love subs and always need subs.

In-Kind – William Calle explained that he works with first generation families and dual language learners and Learning Genie. Explained what In-Kind is. In-Kind is the contribution that the parents provide to Head Start through their time and participation rather than money. We have to account for 20% of grant funds through In-kind. It is to show that parents are engaging with their kids. You can record In-Kind at home when you are working on your goals with kids, reading to your kids, volunteering – like attending Policy Council, etc. In-Kind is our way of paying forward to the next year. As chairs, encourage the parents in your classroom to enter their In-Kind hours.

Utah Head Start Assoc Rep:

Adam Kijek
ShayBree Pope

Held Elections for Executive Committees:

- **Vice Chair**:
  Tassey Pierce
  Megan Shupe
  Melissa Hunter

- **Secretary:**
  Megan Shupe

- **Health & Mental Health Advisory Committee**
  Autum Mercer
  ShayBree Pope

- **School Readiness Committee**
  Richard Statler
  ShayBree Pope
  Lourdes Rios

- **Committee Sign-Ups**

PDM	**Family/Community**	**Education/Health**
Stormie Weathers	Sara Dickemore	Autum Mercer
Adam Kijek	Laura Isanga	Lourdes Rios
Johmy Cruzado	Melissa Hunter	
Temeria Clopten	Steven Belton	
Meagan Shupe	Richard Statler	
Tassey Pierce	ShayBree Pope	
	Nictehai Martinez	
	Kimberly Castillo	

- Discussed Community and Staff Reps to attend Policy Council.
- Discussed meeting options – Third Wednesday / Hybrid meetings.
- Voted to have childcare available.

Motioned to approve all by Steven Belten 2nd by Melissa Hunter, passed unanimously.

Marianne educated the parents about the New Proposed Ruling for Head Start. You may want to go onto the website and read the information and there's places to comment. You can also Google the National Head Start Association and the information is there also.

- Stormie Weathers thanked everyone for coming.

Motion to adjourn made by Melissa Hunter, 2nd by Tassey Pierce, passed unanimously.

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Policy Council Chair – Stormie Weathers Date