

**Davis/Morgan/Summit Early Head Start & Head Start
Policy Council Training Minutes
September 24-25**

Wednesday – September 24

Welcome:

- Brett Lund 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.
- Angela Horsfall introduced Conscious Discipline / Brain Smart Start. She explained that we do a Brain Start Smart to get everyone on the same rhythm first thing in the morning. It disengages stress and creates a connection. Conscious Discipline is all about the brain – and adults first. We can't help/teach our kids to regulate if we don't know how to regulate ourselves.
- Marianne Henderson, HS Director and Stormie Weathers, PC Chair discussed the shared governance of Head Start, Parents and the School Board and the importance of your roles. Showed the graph of shared governance and how we all work together. Discussed the power of unity, which is working together for the good of everyone – which is our theme this year – Ohana, Better Together. Ohana means family which is how we want to be, even though families are not perfect – we want everyone to be successful together. Led an activity about our strengths or talents, they are all different and we need all to make Policy Council strong. We all have our strengths and bring things to the table.

Dr. Dave Schramm presented

- Presented on the Power of Parenthood. What is the best part of parenting? Seeing them grow, develop and be independent, be able to be a kid again yourself, watching yourself in them, seeing them succeed, the small wins. Also discussed most challenging. Power of P's in Parenting – It's not about Perfection. It's about small things done often make the difference. Power of Perspective; Power of Patience; Power of Presence; Power of Progress; Power of Persistence; Power of Play; Power of Positivity; Power of Protection; Power of Purpose.
- Heather Linehan and Lori Bagley led a vision board activity.
- William Calle explained and trained on Learning Genie. He explained about In-Kind hours and why they are important. We have a non-federal share to pay back to the Federal Government, and we do that with In-Kind hours which is when we are working with our kids on their goals for school, reading and volunteer hours, attending Policy Council, etc. He explained how to enter the hours into Learning Genie.

Left for an escape room activity and evening BBQ with all Class Officers.

September 25

Angela Horsfall started off with a brain break and explained that starting with a brain break the kids really start making connections. Angela explained a little bit more about Conscious Discipline and explained the Brain State model.

Brett Lund discussed takeaways from yesterday and the escape room. Discussed the power of team building and the power of communication and being present.

Brett went over the By-Laws and Robert's Rules. By-Laws give us direction for what we do and why we do it. Robert's Rules are the accepted rules for running a meeting so that it is not chaotic. Brett went over Robert's Rules and explained them in detail.

Policy Council Meeting Commenced:

Stormie Weathers welcomed everyone and established a Quorum.

- The Policy Council then reviewed and approved 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 Chris Hernandez, 2nd by Megan Shupe, passed unanimously.
- Stormie Weathers went over the Policy Council Budget – motion to approve made by Missy Hunter, 2nd by Tassey Pierce, 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 12% of the total budget, and Head Start Training (7318) is 5% spent. EHS (7314) is 13% spent, and EHS Training (7315) is 1% spent. In-Kind for Head Start is at 11% and EHS is 12% received. Motion to approve budgets made by Brandon Stallworth, 2nd by Nicole Howard, passed unanimously.

Director's Report

Marianne went over the USDA Reimbursement for August is Head Start \$ 163.80 – YTD is \$163.80 Early Head Start \$ 680.01 – YTD is \$680.01 She also went over the Attendance Report for August HS Enrollment is currently at 98%. Program is currently serving 347/352 Head Start children and families, with 38 on IEP's and 113 on waitlist. EHS Enrollment is at 97%. We are currently serving 94/96 Early Head Start children and families, 5 are currently on an IFSP, and 82 on waitlist. Attendance for EHS Center Based was 76%, Head Start was 84%, EHS Home Visits was 82% and EHS Socializations was 22%.

New Hires

✚ **EARLY HEAD START**

- Lauren Bass – EHS Home Visitor

✚ **HEAD START**

- Jessica Anderson – HS Teacher @ FEC FD 2
- Savannah Harker – HS Teacher @ West Bountiful
- Jennifer Benshoof – HS Teacher @ Whitesides
- Ashley Seegmiller – HS TA @ Adelaide

- Andrea Oettinger – HS TA @ Holt
- Eva Herrera – HS TA @ West Clinton
- Lucy Larget – HS TA - Doxey

Motion to approve New Hires made by Jody Bott, 2nd by Missy Hunter, passed unanimously.

- We are requesting Supplemental funding for new play structure, play surface and landscaping at DCLC. Does not guarantee we'll get it, but we are going to ask. We are asking for a total of \$103,000. With that request, we are asking for a waiver for non-federal share on that money.
- We are asking for preliminary one-time funding for the FEC South in Bountiful to start moving forward of \$37,000 for surveys, architects, title search, etc. just to get started. Also asking for a waiver for non-federal share for that money.
- Motion to approve made by Brandon Stallworth, 2nd by Sara Dickemore, 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

Volunteers – Shanda explained that we love volunteers. 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 trainings then a chance to go out into classrooms for several hours and learn what to do.

Utah Head Start Assoc Rep:

Meagan Shupe

Held Elections for Executive Committees:

- **Vice Chair:** Brianna Castro
Jody Bott
Sabrina Plummer
Temeria Clopten
- **Secretary:**
Sabrina Plummer
Tassy Pierce
Brianna Castro
Nicole Howard
Sara Dickemore
- **Historian:** **Tassey Pierce**

Discussed Community and Staff Reps to attend Policy Council.

- Discussed meeting options
Wednesday Evenings: October, January, March, April & May – 6 pm
Wednesday Days: November, December & February – 10:30 am
- Voted to have childcare available.
- Stormie Weathers thanked everyone for coming.

Next Meeting October 22 @ 6 pm

Policy Council Chair – Stormie Weathers Date _____