

**Davis/Summit Head Start
Policy Council Minutes
October 21, 2015**

Meeting called to order: 6:00 p.m.

Welcome: Raquel Cragun, Policy Council Chair, welcomed everyone and established a quorum.

- Raquel went over September PC minutes – remember to read them when they are e-mailed so if there are any questions or concerns we can address them in the meeting. Motion to approve made by Lisa Paxton, 2nd by Shayna Clark, passed unanimously.
- Matt Barker, PC Vice Chair, went over the Policy Council Budget – Motion to approve by Crysta Stanfield, 2nd Jamie Waters, passed unanimously.
- Teresa Oster introduced herself and welcomed everyone. So happy to see such great participation. Great to see such great parent and community support. Teresa went over the Purchase Card report. It has all the credit card transactions for the month so you can look through and see where everything is spent. Motion to approve Stacey Smith, 2nd by Matt Barker.
- Went over the Enrollment Report for Early Head Start and Head Start. She discussed the importance of attendance, and what a difference it makes in a child's entire school life. Teresa went over September Budgets by line items. We are 27.27% through our Continuous Grant Year. Head Start Budget (7320) - currently we are 17.07% spent. Head Start Training (7318) is 3.19% spent. EHS (7314) is 21% spent, and EHS Training (7315) is 9% spent. In-Kind for Head Start is at 16.87% and EHS is 14.45%. Motion to approve September budgets made by Katherine Busse, 2nd by Crysta Stanfield, passed unanimously.

Community Reps

- **School Board – Kathie Bone** – School Board is very supportive of Head Start. They are looking at maybe looking to starting school later, there will probably be a place to vote on the District website in the next little while. Vote for the Bond in November! This will only raise property taxes on a \$240,000 home about \$1 a year for the next 7 years but will build a lot of needed schools in the Davis School District.
- **PTA – Leeann Wood** – Advocacy conference at Jordan School District offices October 22 from 8:30 to 2 pm. Discuss tobacco use, alcohol and other things that are hazardous to children, how to protect your children, education funding shortage in Utah, etc.
- **DCLC – Merri Ann Crowther** – Offering English classes, High School Diploma/GED courses and Little Scholars program. She will send a flier that we will get sent out to everyone. Little Scholars program is a program that will send out texts twice weekly with little ways to help your child continue to learn each day. Call (801) 402-8395 to sign up.
- **Davis County Health Dept – Marcie Clark** – She went over the Nurse and Family Partnership. No cost Flu shots at Bountiful and Clearfield Health Dept. They have launched a new physical fitness program called StayCation which is a guide to free and/or low cost activities in Davis County. They still have their low-cost car seat program, and they will show you how to install them correctly. They just launched a new website that has all information on. Marcie's number is (801) 525-5072.
- **Family Connections Center – Lamont Hampton** – Rapid rehousing helps homeless families get back into housing, and food bank and crisis day care. Circles program is working with families that are 200% below poverty level with classes to get out of poverty. To sign up for Circles classes contact Lamont at (801) 773-0712 x-205. They start in January, but you can come check out the classes.
- **DSD SPED – Audrey Florez/Pam Warren** – Doing a really good job at getting SPED children identified this year. If parents have concerns check with SPED or the teacher and they will look at any children with concerns. Pam Warren will be the new SPED Rep for the rest of the year.

Teresa Oster gave the director's report

- ✚ New Hires: Tricia Tiner – HS Teacher @ King, Lisa Ames – FSW, Judy Jackson – Tendercare T/A, Sharon Dowdle – Tendercare T/A. Motion to approve by Matt Barker, 2nd by Taysia Brinkley, passed unanimously.
- ✚ Trainer from the Region attended Continuous Improvement Planning meeting and facilitated discussion on new 5 year Goals and Objectives format and alignment with School Readiness Goals and Policies and Procedures. Do the goals support what we are trying to do in all areas?
- ✚ As a result of training at CIP, Policies and Procedures need to be updated and will be discussed and approved in November.
- ✚ 5 year Goals are currently being completed and tied together in all areas. This is a new format as we now need to look ahead to what we want our program to look like in 5 years. We need to make sure that everything is tied together with School Readiness, Policies and Procedures and other systems that we are using.
- ✚ To make sure that all systems are in place and that the things we are doing are intentional, Head Start has provided a webinar to watch – we provided a hard copy of the A133 Audit Training Report to the School board as a follow up, and if anyone is interested in reading the information, The link for the audit webinar is as follows: <http://eclkc.ohs.acf.hhs.gov/hslc/grants/pdf/000852-audit-training-webinar.pdf>

News from the Field

DWS – Andrea Sutton presented the program “Follow Your Dreams” that they have partnered with Head Start. They receive lots of funding from different sources. They have money marked for training services to help people get training and back into the work force. One of the grants that Head Start received was funding for Head Start parents to go back to school and get better training and jobs. Parents can directly contact Andrea and she can help them through different things that are sometimes difficult to navigate. They can help with a variety of needs. She passed out fliers with information. If anyone needs help, PLEASE check with Brett or Andrea.

Leadership Training:

Chris Ipsen and Karen Martin went over leadership qualities. Chris asked for suggestions on opportunities to be a leader. Karen introduced different types of leaders that were hung around the room such as a beaver...monkey...sloth. Participants were asked to move to stand by what type of leader they think they are. Participants were asked to share why they thought they were that type of leader. Participants were then asked to move to the animal that represented what others would describe them as a leader. The question was then asked what type of leader do you strive to be and participants moved to the animal. What type of leader is most useful in your executive class committees? A quiz was passed around for participants to fill out on leadership qualities.

Business:

- Raquel went over the By-Laws. PDM Committee met and went over By-Laws. There was a change to Class Committees – added a line under Class Committees that states that if there is a member of the Class Committee that has 3 unexcused absences they can be replaced. Changes were approved

in PDM Committee. Motion to approve By-law changes in Policy Council made by Lisa Paxton, 2nd by Taysia Brinkley, passed unanimously.

- UHSA Conference will be held October 23 at the South Towne Expo Center from 8:30 am – 3:30 pm.
- Literacy conference will be held November 5th.
- FISH Activity – Weber State Football Game November 7th.

Next Policy Council meeting will be November 18th at 6:00 pm.

Policy Council Chair – Raquel Cragun

Minutes submitted by Brandi Aubrey and Lori Bagley