

**Salt Lake CAP Head Start
Policy Council Minutes**

**Salt Lake CAP Head Start
Head Start Administration-Shriver Bldg
October 11, 2007**

**Type of Meeting:
Policy Council –
Regular Monthly Meeting**

Call to Order:

Amie Clayton called this meeting to order at 1:09 pm.

Attended:

Amie Clayton, Sharma Henseler, Anne Fife, Cynthia Molling, Lisa Loose, Ana Gonzalez, Cheri Smith, Lelicia Nava, Rebecca Rockwood, Yessy Nava, Lisa Garcia, Melissa Larsen, Norma Flores, Cherrie Wilson, Mark Park, Julia Leach, Teuila Aagard, Robinson Marcial, Richard Sloan, Robin Eldridge, Karina Diaz, Wendy Knapp, Maria a, Angelica Garcia, Amber Ruiz, Rebekkah Button, Mary Goldsberry, Cheryl Leach, Katrina Robison, Mahina Folau, Trista Davis, Eric Davis, Nickie McCracken, Patsy Halladay, Cal Noyce, Mequette Sorensen, Krista DeJesus, Prescilla Lopez,

Excused:

Katie Noyes

Approve Previous Minutes:

A motion to approve the Minutes from the previous meeting on 09-13-2007 was made by CCH2 and was seconded by Midvale North. The previous minutes were approved unanimously.

New Hires:

A motion to approve the new hire list was made by Stansbury A and was seconded by Tooele 1 PM. The New hire list was approved unanimously.

Head Start Directors Report:

“Usually my report is very long, luckily for you it is a short one. Usually I will have a list of things that I will be asking for approval or disapproval for and they are federal regulations that I will need, Something like the personnel policies, and they will go out in the mailing ahead of time you will review them and look at them and then come and ask questions and then we will do a vote. But today I just have some announcements and possibly one vote. The James R Russell ribbon cutting we would love for you to attend. It is October 23rd at 9:30 am 1240 N America Beauty Dr(1065 w). Head start has been in the Building for about 30 years but we bought the building. So we will be having a ribbon cutting ceremony.

The second thing that I needed to go over with you is every three years we have a very tough federal audit. Usually it is called a Prism, but it has been changed and this year it is called monitoring protocol 2008. Basically the federal officers from around the country come to our program and they will individually interview parents, individually interview board members, it won't be in a meeting setting like it used to be. They will visit the classrooms, they will look at

the child files, they will look at the family files, and they will interview staff. There are about 1900 federal regulations and the goal for us is not to have any findings. Which is very difficult if not next to impossible. A finding could be if your outlet is not covered with a safety cap, so a custodian could come in at night take out the cover to vacuum and then forget to put it back and the federal team comes in and that's a finding. It is everything from that small to does your policy council have full participation do they understand the head start program? do they understand their roles and responsibilities?, do they review the budget?, do they ask questions about hiring's?, do they understand their responsibilities with hiring and terminating employees? So policy council and your participation is very important. We usually only get at 30 day notice. We have not been told when they will be here yet. We are guessing this fall.

The last thing that I had was not in the mailing so if you choose not to vote at this time that is fine. We have had continuing struggles with the quality of food at some of our sites. It is really difficult because some of our food is prepared by the school districts and we do not have control over them. We can't make everyone happy but we do feel that we can improve some sites where we get the food service from. One of our food providers is Valley Food, they also prepare the food for the meals on wheels program, and they deliver it to our sites. Unfortunately their food does not represent the ethnic diversity that we have in our classrooms and it is not really child friendly. So we have worked and worked with them and we are not getting anywhere so we feel like we need to find another option. We have met with other vendors and the problem is there is no one that does what Valley does. There is no one that has a delivery service. So what we are contemplating now is purchasing the food from the school district. But we need two vehicles to run the routes because we have to keep the food at temperature and one vehicle is not going to be enough to get all the sites that we need to serve. So what I need is ultimately either this month or next month is permission from the policy council to purchase the vehicles. We are looking at utility vans, from the auction or surplus from the school district. I am guessing that the vans would probably run around \$18,000 each. James R Russell Room 6 Motioned to go ahead with the purchase of the vehicles and Tooele 1 PM seconded. The motion was approved unanimously.

Budget: The Head start budget is around 11 million Dollars. We serve about 2500 children every year in Salt Lake and Tooele Counties and we are required to generate about a 20% match. So we really appreciate the Parent volunteer time in the classroom. Even staying 15 minutes to help wipe down tables or take out the garbage anything, we get to count that as an assistant teacher's salary towards our match. We need to generate about 2.7 million every year in match. We need to get each parent to volunteer at least 15 minutes a week, and then we would be able to easily hit our match.

We are going to concentrate on the Head start 2007 grant which is our biggest grant. Typically our budget is about a million dollars a month. To date we have spent \$7,125,000.00 that is from January. Our grant year is from January to December. We have spent about 62% of our budget which means we are under spending, because we have gone through about 75% of the grant year.

In kind we have been able to account for 1.5 million. Every year up until this year we have been able to count the time transport their children to and from school, a half an hour a day every day. The reason we were able to count this time is because we are one of the few

programs that doesn't bus children, and if the parents didn't take their children to school we would have to pay over 2 million dollars a year to run a transportation department and bus children to and from school. So we have always been able to count this time but they just ended that this June. That is about \$811,000.00 a year that we are loosing, so we really need to get more parent involvement in the classrooms. Due to this dramatic cut in in-kind, we will request a waiver for 2007 and 2008 from the Regional offices. **The motion to request the in-kind waiver was made by----- and seconded by ----- the motion passed unanimously.**

CAP Report:

James R Russell President of the CAP Board of Trustees. I want to welcome you to the new Policy Council. This is one of the 40 best programs in the nation. We were one of the top three to receive recognition for being one of the top three last year and the year before. I am proud of the fact that Salt Lake cap and Salt Lake Head start get so many awards of recognition. I had the pleasure a few weeks ago of signing the papers for the old Matheson school (James R Russell). It is now ours as long as we keep up the payments. We have 10 classrooms which is a very important part of our program. I am so pleased to see so many people here.

Volunteer Report:

We never require parents to volunteer, but we really encourage parents to volunteer. The new charts for volunteer time should be in the classrooms. These are for a contest. The most important place to mark your volunteer time is in the sign in book so that we have a record. This is just a visual so that we can see what is happening in the classroom. Each square represents a half an hour. If your classroom hits the half way mark we will give your class library books and if they make it to the top by December we are going to be able to offer a classroom party for the kids and the parents. There should be one of these for the morning class and one for the afternoon for double sessions. If you are home base it is one and if you are full day it is one. If you have questions about what is counted as in kind talk to your staff. We are looking for folks just too even spend a few minutes a day.

Treasures Report:

September 30 2007 Bank Statement- Deposits 1095.42 from Smith's and Albertsons. New Balance \$2198.23

Committee Reports:

Advocacy Committee:

Report was given by Tooele 1.

Utah is currently on of 6 states that doesn't receive state funds. We are now going after state funding. Head start only serves 50 % of eligible children. We need to let our legislatures know that we want policy council to remain the way that it stands now.

Male Involvement:

We discussed the activities planned for October. We also discussed that fathers could go into the classroom and discuss their occupation with the children.

Bylaws:

Erin was not available for the meeting so Bylaws met with advocacy this month.

Family Literacy:

RIF selection catalogues were handed out. We have 4 RIF distributions scheduled for this year. Programs scheduled –Annual reading marathon, February RIF read twice upon a time, April Pizza Hut Book It. There are currently Adult GED programs going on.

Announcements and/ or Other Business:

A motion to seat Community Representatives Patsy Halladay and Mequette Sorensen was made by Rolling Meadows and seconded by James R Russell room 6. Motion was approved unanimously. Amber Ruiz was elected to Treasurer. Cal Noyes motioned to accept Teuila Aagard and Yessy Nava in to the at large positions by acclamation. Room 6 seconded that motion. The motion was passed unanimously. Jennifer Godfrey presented the Menu's. Midvale North motioned to accept the menu's Cal Noyes seconded. The menus were accepted unanimously. Tooele 1 pm would like have the bathrooms in Tooele be addressed. Amie would like to address this next month when Erin is available. Tooele 1 moved that this be added to next months agenda. This motion was passed unanimously.

Adjournment:

Cal Noyes Motioned to adjourn the meeting at 3:15 and U of U seconded. The next meeting will be held on November 8th 1:00 PM.

Minutes submitted by Sharma Henseler