

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

**Salt Lake CAP Head Start  
Head Start Administration-Shriver Bldg  
December 13 2007**

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

**Call to Order:**

Amie Clayton called this meeting to order at 1:00

**Attended:**

Amie Clayton, Sharma Henseler, Anne Fife, Cynthia Molling, Amber Ruiz, Lisa Loose, Cheri Smith, Lelicia Nava, Jessica VanZant, Katie Noyes, Crystal Allen, Sonya Aleman, Melissa Larsen, Cheri Wilson, Mark Park, Julia Leach, SherryAnn Lee, Richard Sloan, Robin Eldridge, Wendy Knapp, Concepcion Garcia, Rebekkah Button, Mary Goldsberry, Keri Stoddard, Katrina Robison, Trista Davis, Nickie McCracken, Cal Noyce, Myra Renwick, Angela Gillman

**Excused:**

Lisa Garcia, Ronald Allen, Cheryl Leach, Patsy Halladay, Mequette Sorensen

**Approve Previous Minutes:**

A motion to approve the Minutes from the previous meeting on 11/08/07 was made by Lisa Loose and was seconded by Katie Robison. The previous minutes were approved unanimously.

**New Hires:**

A motion to approve the new hire list was made by Cal Noyce and was seconded by Julia Leach. The New hire list was approved unanimously.

**Head Start Directors Report:**

Utah State University has asked us to partner with them for a grant. Utah State is the Grantee, they want to use our sites for a research project that has to do with teacher's behaviors in a classroom and the impact that different trainings could have on teacher's attitudes, behaviors and how they approach the children in the classroom.

**Vonda Jump Utah State University:** Vonda is a researcher at the Early Intervention Research Institute in Logan, Utah at Utah State University. She has worked with Head Start and Early Head Start programs for a number of years doing training, classroom observations, and working with home visitors. This so that an overview can be made to improve child outcomes. The goal is always to make it so that children do better when they go to school. This opportunity with the Administration for Children and Families came out about a month ago and it was after the policy council meeting and the grant is actually due next week. It will be turned in on Monday if Policy Council approve. Vonda visited with Erin and the Early Childhood Coordinators and now presented to Policy Council to get additional feedback and approval to go forward with this project. It is a professional development grant for Head Start, and it is a Head Start/Utah State University partnership grant. The project is using 90 of the double session classrooms, but 45 teachers and 45 teachers' aides and then the education specialists and the early childhood coordinators who go with all those classrooms. They would

be randomly assigned as to who would be in the group that gets additional professional development and who's going to be in the group that does not get additional professional development, but at the Salt Lake Cap Head Start it is a very organized program already and the staff members get training every month. Head Start wants to participate in experimental studies so that we can look at what happens when you provide additional targeted professional development in the areas of language and early writing, and mathematics. These are the two focus areas. A third area of the emotion regulation aspect will be added that also looks at getting along with other kids. Many studies indicate that when kids go to Kindergarten if they can't get along with other kids they're not going to do as well. The studies I'm proposing will be in these four specific areas: early writing, language, early math and emotion regulation of children. It is proposed that the study also includes looking at the warmth, responsiveness and encouragement of teachers. Half of the teachers will get the ongoing training and the other half will not. Where the children are when they first got into Head Start and how they are doing at the end of the year is what will be looked at. It is a three year grant, the first year is getting up and running. Palm Pilot type technology will be used so that teachers can have this hand held thing where they can store assessment data on children's progress in various areas. From that they can determine where to go so that each individual child in the classroom is getting targeted instruction. The second year would actually begin training. The second and third year would see implementation training with the teachers and we would randomly assign a total of 500 children, 250 in the second year and 250 in the third year and look at the effect of this additional professional development on children's outcomes. A motion to approve the support of this grant and research project was made by Cal Noyes, the motion was seconded by SherryAnn Lee. The motion was approved unanimously.

**Erin:**

Remodel: Still doing a lot of remodel work. The boiler at the James R Russell building is on its last legs. Due to conditions the health department went out to JRR to check the air quality. It is not hazardous, but it does smell bad and is moist. The parking lot is finally done. The project went over budget but the government had given us money to assist. There wasn't a drainage system that was built for the parking lot at a correct slope so that the water could drain off correctly. A French drain or sump was added and as part of that they had to dig three giant pits for drainage, and when they were digging they hit the dark sludge, which we had already checked the quality of, but we had the health department come out and triple check that, they are fine. The top soil that was there before was only 3 inches and it has to have 8 inches to resist cracks. Bids will now be open for the HVAC units as of today for JRR. They will be rooftop units and will be both air conditioning and heating but the electrical in the building will not support these units. Additional electrical will have to be added. The units will be very heavy on the roof, so a frame is needed so that the roof can support the units.

Self assessment: Thank you to all the parents who were able to be involved in that. It is just wrapping up. I will have a final report to you in January. Things are looking really good; there are still issues with the monitoring part, specifically how does the board monitor what the Executive Director does, how does the Executive Director monitor what the managers do, how do the managers monitor their people and so on. A lot of it is done, it's just not written down. This is in the process of being worked on. A full report will be in January. Then a corrective action plan will be created, but it will be presented after January.

Action Items: The performance standards don't require that a stipend is given to parents, but they do say that Head Start helps to facilitate and enable low income families to be able to participate. Policy Council determined several years ago and then upped it last year to give a stipend to parents to enable participation. It was ten dollars and then increased it to twenty dollars this year trying to keep up with gas prices. Those are federal funds that we have budgeted for policy council. A new approval is needed for this year. Cynthia Molling motioned to approve the stipend and Rebekkah Button seconded. The motion was approved unanimously. An approval is needed for the Standards of Conduct for staff and volunteers. It is very important that our volunteers and staff know what is expected of them while they are in Head Start classrooms, that is why it is separate from the personnel policies that were approved in September. A motion to approve the standards of conduct was made by Cheri Smith and Richard Sloan seconded. The motion was approved unanimously.

Update on food service. Discussion has been held about trying to find a way to get the food service in house so that SLCAP Head Start can control the quality of the food. The Holiday Inn was purchased by the Road Home and we are in negotiations with them. They are going to do permanent housing there. They have a massive kitchen so we are trying to see if we could actually run and operate our own kitchen. If we can control the food then we have a lot better control of the quality and quantity. We have done test runs with the vehicles to see if we can keep the food at temperature, we've done practice routes to see how long it would take to make deliveries, how many vehicles we'd need how many runs we'd need. No move into the Holiday Inn can occur until next fall if the kitchen there is available. A partnership with the Salt Lake Community College has been touched upon to see if we could get with the culinary school and have a site and help our parents who are interested in going in that direction receive training and look at a future career.

#### **At Large Election:**

Nominations for this position were Katie Noyes and Rebekkah Button. Rebekkah Button was elected to the position.

#### **Utah Headstart Association Representative Election:**

Crystal Allen was last year's rep. She is interested in holding the position again this year. There are no other nominations for the position.

Cal Noyce motioned that we elect Crystal by acclamation, Amber Ruiz seconded. The motion was passed unanimously.

#### **Budget:**

Budget is on track. Approval on the in kind waiver has not been received. Dental claims for last year's funds are being received.

#### **Volunteer Report:**

John Terry is the Volunteer coordinator. He would like to thank every member of the Policy council for the amount of time and dedication put into our positions. He wants to make sure that we are accounting for the time we spend volunteering for Head Start. He would like us to try and recruit community volunteers this holiday season. If you have any questions he is located at the Shriver building his extension is 454.

**James Russell:** Cal Noyce's time on the policy council is up in February, and I know that he has been very very good in that position. I am going to leave him with the council as a consultant. He can no longer be on the council. I have appointed Myra Renwick as his replacement in February. I would like to wish you all a Merry Christmas and as a Christmas present I have some tickets to "It's a Wonderful Life" at Kingsbury Hall. If you can't use them yourself get someone there.

**Myra Renwick:** I am very happy to be here and honored that Jim would ask me to take part in the policy council. I have been on the cap board for 8 years, and I work for GE Financial. I have a pretty fun job, I give their money away to non profit organizations for good causes. I am very happy to be here thank you.

**Menus:**

A motion to approve the menu's was made by Rebekkah Button and seconded by Julia Leach. The motion was approved unanimously.

**CAP Report:**

Christmas social is next Wednesday.

**Treasures Report:**

Balance is \$2198.23, and we have a check for \$489.27, and an invoice for \$528.05.

**Committee Reports:**

**Advocacy Committee:** President Bush signed the Improving Head Start for School Readiness Act of 2007 into law. We need to contact our legislators and let them know that we support Head Start, so that we can get state funding.

**Male Involvement:**

We met with Frank the Fatherhood Specialist. Father involvement is very important in a child's life. The nurturing fathers program would be a great asset for all families. The classes are for males involved in the Head Start child's life. You are encouraged to bring the children.

**Bylaws:** Budget is currently being reviewed. Funds that are left over will be spent on projects at JRR. We will be spending \$80,000.00 on a new fire system and \$110,000.00 on a new sprinkler system. We will be spending \$110,000.00 on classroom supplies. We will possibly be paying off the Hal J Schultz building. That will leave us with four other building debts.

**Family Literacy:**

Super Reader Party invitations are going out through your Family Advocate. It will be held on January 12, 2008 in the Grand Building at the fair grounds. The theme will be Curious George.

We need to make sure that we are having at least 10 parents show up to the KUED presentations. January's theme will be Nutrition.

We purchased 700 books for the classrooms that met the volunteer hours.

**Personnel:** Patti reviewed and explained the various forms, applications and questions used by the human resources department. She explained in detail the items used for new hires. She explained how job announcements are distributed.

**Announcements and/ or Other Business:**

**Adjournment:**

Cal Noyce Motioned to adjourn the meeting. The next meeting will be held on January 10<sup>th</sup> at 1:00 PM.

*Minutes submitted by Sharma Henseler*