Policy Council MinutesSeptember 2026

Submitted on: October 28, 2026

Policy Council Minutes

September 15, 2026

Members Present: Carl Telford, Chekia Hunt, Angela Brown, Eric McCullough, Rita Hunter, Carl Powe, Rosalind Moss, Tomeika Bennett, Joyce Smith

Members Absent: Cathy Breazeale**,** Jesla Hendrix, Terail Dorn, Diamond Neal, Thomasina Watson, Z'Quoia Blassingame, Neco Hester, Mikya Cowan, Cheyenne Beasley, Jordan Machen, Bobby Allison, Tomeika Bennett, Tajae Smith, Amy Gomez, Harriet Hunt

Mini Training:

The meeting began with a mini-training about the Program Information Report (PIR) that all Head Start programs must submit annually to Congress by August 31st. Shannon Vaughn explained that their report was completed on time without any issues. The PIR report collects important information about Head Start and Early Head Start programs, including enrollment, child health, education, family services, staffing, and other program services. The PIR documents the services provided to children and families and helps demonstrate program performance and outcomes. Family Advocates play an important role in ensuring that child and family information is accurate, complete, and documented in ChildPlus. Their ongoing monitoring and documentation support accurate PIR reporting in areas such as family services, health, education, and family engagement. Accurate PIR data is essential for meeting federal reporting requirements, supporting program planning, and demonstrating the impact of Head Start services on children and families.

Approval of Minutes:

The minutes from last month's meeting were reviewed by the Policy Council (See Attachment). After discussion, Tomeika Bennett made a motion to approve the minutes as presented. Carl Powe seconded the motion. Policy council members not in attendance will be polled to move the motion forward due to a lack of quorum.

Approval of Mental Health Update Policy:

Ms. Vaughn presented an updated mental health policy in response to increased challenging behaviors among children since COVID, with referrals rising from 35-40 annually to mid to high 70s. She explained that the policy addresses situations where parents refuse to participate in services or cooperate with behavior management, noting a specific incident where a child exhibited aggressive behavior including punching another child and slapping a teacher. The policy aims to align with performance standards and provides a framework for determining when children may need to be referred to therapeutic environments like Child's Haven, while emphasizing that expulsion is not the goal and all efforts are made to work with parents through behavior plans signed off by multiple stakeholders including a mental health specialist and consultants. After discussion, Carl Powe made a motion to approve the Mental Health update policy as presented. Tomeika Bennett seconded the motion. Policy council members not in attendance will be polled to move the motion forward due to a lack of quorum.

Approval of Personnel Report:

The personnel report was then presented by Tara Cannon, Director of Human Resources and Melissa Botsoe, Information Coordinator II. All Prospective New Employees have been interviewed and are recommended for employment with our program. All applicants are subject to a Background Investigation as mandated by the S.C. Department of Social Services. This includes State and Federal Background Investigations and the Child Registry Search to determine if any abuse or neglect has been made against a child, and Pre-employment Drug Screenings. We will also conduct reference checks on all prospective new employees. Appointments are conditional upon receiving satisfactory references, state and federal background investigation. Each full-time employee must serve a three-month introductory probationary period before obtaining regular appointment status. Substitutes are on an as-needed basis. Ms. Cannon gave a verbal update that the date on the personnel report is a typo. The date for the report is September 15th. Fifteen (15) prospective new employees were presented (See below). There was no termination report. After review and discussion, Angela Brown made a motion to approve the personnel report with report date update as presented. Chekia Hunt seconded the motion. Policy council members not in attendance will be polled to move the motion forward due to a lack of quorum.

Terry Gillespie
Program: Head Start
Position: Teacher II
Location: Pickens
Education/Credentials: Associate's Degree in Early Childhood Education. She has 11 years of experience working with children of all ages in daycare centers and a group home. P.C. Minutes Sept 15 2026 (002)

Carrie Reed
Program: Head Start
Position: Classroom Aide
Location: BHW
Education/Credentials: High School Diploma. She has experience babysitting children in her family. P.C. Minutes Sept 15 2026 (002)

Johnniqua Gary
Program: Head Start
Position: Classroom Aide
Location: Golden Strip
Education/Credentials: High School Diploma. She has two years of experience working with children of all ages. She is a former SHARE Head Start Substitute Teacher Assistant. P.C. Minutes Sept 15 2026 (002) P.C. Minutes Sept 15 2026 (002)

Ashley Stamey
Program: Head Start
Position: Classroom Aide
Location: Clemson
Education/Credentials: Bachelor's Degree in Business Administration. She has 10 years of experience working with children of all ages. P.C. Minutes Sept 15 2026 (002)

Brittany McDaniel
Program: Head Start
Position: Classroom Aide
Location: Golden Strip
Education/Credentials: Bachelor's Degree in Business Administration. She has 10 years of experience working in childcare with young and school-aged children. P.C. Minutes Sept 15 2026 (002)

ShDiamond Black
Program: Head Start
Position: Classroom Aide
Location: Willis H. Crosby
Education/Credentials: High School Diploma. She has experience babysitting family members. P.C. Minutes Sept 15 2026 (002)

Taylor Beatty
Program: Head Start
Position: Substitute Teacher Assistant
Location: North Franklin Road
Education/Credentials: High School Diploma. She has six years of experience working with young children at daycare centers. P.C. Minutes Sept 15 2026 (002)

Antonia Thompson
Program: Head Start
Position: Substitute Teacher Assistant
Location: Parker
Education/Credentials: High School Diploma. She has 10 years of experience working with young children at daycare centers. P.C. Minutes Sept 15 2026 (002)

Patricia Machen
Program: Head Start
Position: Substitute Teacher Assistant
Location: Flat Rock
Education/Credentials: High School Diploma. She has 21 years of experience working with children of all ages. P.C. Minutes Sept 15 2026 (002)

Crystaline Oglesby
Program: Head Start
Position: Substitute Cook
Location: Westside
Education/Credentials: High School Diploma. She has five years of experience cooking and catering in local restaurants. P.C. Minutes Sept 15 2026 (002)

Claudia Crawford
Program: Early Head Start
Position: Teacher I
Location: Reece Mill Road
Education/Credentials: Early Childhood Education Certificate. She has five years of experience working with infants to five-year-olds in childcare centers. P.C. Minutes Sept 15 2026 (002)

Zekeia Freeman
Program: Early Head Start
Position: Teacher II
Location: Seneca
Education/Credentials: Associate's Degree in Early Childhood Education. She has five years of experience working in childcare with infants to four-year-olds. P.C. Minutes Sept 15 2026 (002)

De'Andera Frasier
Program: Early Head Start
Position: Classroom Aide
Location: Pleasant Valley
Education/Credentials: High School Diploma. She has five years of experience working with infants and toddlers. P.C. Minutes Sept 15 2026 (002)

Kayle Robinson
Program: Early Head Start
Position: Classroom Aide
Location: Seneca
Education/Credentials: High School Diploma. She has one year of experience working in childcare with infants to three-year-olds. P.C. Minutes Sept 15 2026 (002)

Katie Willis
Program: Early Head Start
Position: Classroom Aide
Location: Willis H. Crosby
Education/Credentials: High School Diploma. She has 10 years of experience working in childcare with infants to five-year-olds.

Program Information Report (PIR) 2025-2026:

The PIR collects information about the children, families, staff, and services provided throughout the program year. Ms. Vaughn shared that SHARE Head Start reported information about enrollment, child and family demographics, health services, family services, staffing, and program services. This includes the number of children and pregnant women served, funded and cumulative enrollment, and demographic information such as age, race, ethnicity, family composition, and housing status. It also documents health services, including medical and dental care, developmental screenings, and health insurance coverage. Additionally, the PIR captures information about family well-being, parent engagement, employment, education, and services provided to families. Staffing information includes employee qualifications, education, credentials, and positions, while program operations cover program options, service delivery, and other characteristics of the program. There were not findings with our Head Start / Early Head Start PIR submission. After discussion, Tomeika Bennett made a motion to accept the PIR report as presented. Chekia Hunt seconded the motion. Policy council members not in attendance will be polled to move the motion forward due to a lack of quorum.

Director's Report:
The Director's report was presented by Shannon Vaughn, Head Start Director. She informed that council that funded enrollment was at 93% rather than the target 97%, and discussed concerns about revisions for Change in Scope requirements, noting that while there had been no official communication from the Office of Head Start, there was ongoing pushback about slot reductions. We have lost children to the school districts. Seneca and BHW are much better with enrollment this school year. We're still under a Funded Enrollment Initiative (FEI). The report also covered family engagement activities, parent orientations, including parent portal training, leadership development, communication app training, Triple P parenting sessions, financial literacy workshops, and male engagement events. Ms. Vaughn provided an update on in-kind donations totaling over $114,000 collected since July. After discussion, Carl Powe made a motion to accept the Director's report as presented. Tomeika Bennett seconded the motion. Policy council members not in attendance will be polled to move the motion forward due to a lack of quorum.

Approval of Budget Review:
Ms. Doris Pitchford presented the **Head Start/Early Head Start Financial Report and credit card statements** included in the meeting packets. She reported that 16.67% of time has been spent. across Head Start and Early Head Start programs, with lower summer spending attributed to staff return in August. 12.8% spent for HS and 10.93% for EHS with a combined total of 12.08%. After discussion, Tomeika Bennett made a motion to approve the Budget Review as presented. Carl Powe seconded the motion. Members not in attendance will be polled according to by-laws to carry motion forward due to a lack of a quorum.

Carl Powe made a motion to adjourn the meeting. Tomeika Bennett seconded the motion.

Recorded by .Tomeika Bennett, Assistant Secretary
Carl Telford, Chair