
Policy Council Minutes - August 17, 2020

Submitted on: November 20, 2020

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Members Present on Conference Call: LaKeisha Johnson, Jasmine Brock, Gwen Maples, Dorett Gunter, Crystal Alexander, Lisa Butler, LaShun Martin

Shakia Walters, Crystal Byrd, Deaundra Pearson, Dawn Hitt, Marina Vowell, Jana Bridges, Chaquanna Smith, Charles Robinson, Jamie Anderson, Tiffani Johnson, Anquaneha Jackson-Cowan, Sandra Rice, Meka Jordan, Damika Henderson, Sharlyn (Angel) Tripp, Jalisa Sullivan, Daz Hunter, Diamond Carver, Aleshia Anderson, Iris Martinez, Kezia Lomax, Fernando Zuniga, Michaela Williams, Jerante Morgan, Samone Bell, Aquiesa Cooley, Mercedes Pedro, Tiffany Norris, TaSheila Washington, Johanna Ferguson, Tamika Rowe, Yaniqua Eyabi,, Sylvia Vandross

Excused Absence: Sandra Harrison

The meeting was called to order by Dorett Gunter, Chairperson. A quorum was met.

MINUTES:

The minutes from the last meeting were reviewed by the Policy Council (See Attachment). Crystal Alexander made a motion to accept the minutes as presented. Gwen Maples seconded the motion. Motion carried.

PERSONNEL REPORT:

The Personnel Report was given by Melissa Botsoe, Information Coordinator II. Ms. Botsoe informed the Policy Council that the following applicants are being recommended for employment (See Attachment). Applicants have been screened for required drug screenings, background checks, and educational credentials. After discussion, LaKeisha Johnson made a motion to accept the perspective applicants as presented. Gwen Maples seconded the motion. Motion carried.

Courtney Turner	Family Advocate	Simpson Center
Natalie Briggs	Teacher III	Rutherford Rd. Center
Tara Hughes Freeman	Teacher I	Watkins Rd. Center

CHILD OUTCOMES UPDATE:

The Policy Council received copies of the child outcomes report. It was explained children making gains as indicated from fall 2019 until winter 2020. Children in all age groups scored at 80%+ with combined scores of "In Process" and "Proficient" in all domain areas. This indicates that children either were demonstrating the skills were progressing or mastered in those learning domains. There was not a Spring rating period due to COVID-19. (See Attachment). After discussion, LaKeisha Johnson made a motion to accept the Child Outcome update as presented. Gwen Maples seconded. Motion carried.

FAMILY OUTCOMES REPORT:

The Family Outcomes report was given by Patrice Hawthorne, Family Partnership Facilitator. Ms. Hawthorne provided the Policy Council with a copy of the family outcomes report. She explained that the report indicates that there was an increase in scores for each goal for the 1st, 2nd and 3rd quarters. The greatest areas of strength for the 3rd quarter are PFCE goals Families as Lifelong Educators, Families as Learners and Families in Transitions. The lowest scores identified indicating the greatest needs and concerns for our families are Families Connected to Peers & Community and Families as Advocates & Leaders. We will continue to provide opportunities for parents to share with one another, offer parent committee meetings, male engagement symposium

(See attachment). After discussion, Crystal Alexander made a motion to accept the Family Outcomes report as presented. Jasmine Brock seconded. Motion carried.

DIRECTOR'S REPORT:

The Director's Report was given by Tobita Posley-McKinney, Director of Children & Family Development. She distributed copies of the Director's report and shared updates from each service area (See Attachment). Program managers are in the process of updating policies and procedures in each area of service regarding to COVID-19. We are considering shorter classroom hours for the upcoming school year. Hours will be from 8 a.m. to 1:00 p.m. This will allow more time for teachers to thoroughly sanitize classrooms. Ms. Hawthorne is scheduling parent orientations which will be scheduled to take place via zoom beginning August 25th. We will discuss COVID-19 plans and answer questions that parents may have regarding children returning to school. Each Head Start Center will host a Drive-through Open House event on September 4th. This is an opportunity for parents & families to meet the staff and to receive resources. We will be promoting the importance of the 2020 Census at the drive-by open house. After discussion, LaKeisha Johnson made a motion to accept the Director's report as presented. Gwen Maples seconded. Motion carried.

BY-LAW REVISION UPDATE:

The Policy Council By-law committee met on August 13th to discuss and review the current Policy Council by-laws. In past governance trainings, we were advised to consider decreasing the size of our current Policy Council. In addition, we were advised on determining how many members constitutes a quorum. The suggested revisions were reviewed and discussed with the Policy Council. The Policy Council approved suggested revisions (See Attachment). The suggested revisions will be submitted to the SHARE Board of Directors for approval. After discussion, Jasmine Brock made a motion to approve the By-law update as presented. LaKeisha Johnson seconded. Motion carried.

BUDGET REVIEW:

The Budget Report was given by Doris Pitchford, Director of Business & Finance. Ms. Pitchford distributed copies and reviewed line items on the Summary expenditure & Credit Card expenditure reports. There is no CACFP report for this month due to the children not being in attendance for the month of August due a later start date of September 8, 2020 regarding COVID 19 precautions. (See Attachments). Ms. Pitchford informed the Policy Council that we are on target with our budget. After discussion, Crystal Alexander made a motion to approve the financial report as presented. LaKeisha Johnson seconded the motion. Motion carried.

No further business. Meeting was adjourned

Recorded by.....LaKeisha Johnson, Secretary

Dorett Gunter, Chair