
Policy Council Minutes - October 2020

Submitted on: November 20, 2020

Monday, October 14, 2020

Members Present: Sylvia Vandross, Dorett Gunter, Lisa Butler, Donna Mansell, Yaniqua Eyabi, Bethany Stokes, LaKeisha Johnson, Crystal Alexander, Donnittia Robinson, Tiffany Norris, Malcolm Wiley, Brittany Carter, Sandra Harrison, LaShun Martin, Amber Lyons

Members Absent: Corine Schreiber, Lily Farciert, Ivette Vasquez, Sharterria Rucker, Cris Robinson, Millicent Glenn, Ivory Beaty, Kanisha Davis

Excused Absence: Jana Bridges

POLICY COUNCIL ORIENTATION:

Orientation for new members was conducted via zoom by Patrice Hawthorne, Family Partnership Facilitator. Ms. Hawthorne discussed and reviewed the new member's orientation packet. This packet was mailed/e-mailed to each Policy Council member to ensure enough time to review prior to the scheduled orientation (See Attachment). Members reviewed and discussed Policy Council Roles and Responsibilities, By-laws, Procedures for Hearing and Resolving Community Complaints, Roberts Rules of Order, Internal Dispute Resolution, Impasse Procedures, Reimbursement Policy, and the Policy Council Timetable. Policy Council members will approve or disapprove the above items at their regularly scheduled meeting following orientation.

Ms. Hawthorne explained to the parents that 51% of the Policy Council is made up of parents of children currently enrolled in the Head Start program. The remaining 49% is made up of community representatives. Jasmine Brock made a motion to accept the Community Representatives as presented. Jana Bridges seconded the motion. Motion carried.

The following community representatives were identified and elected by parents to serve on Policy Council:

Dorett Gunter	Wellcare Health / Toast Masters
LaShun Martin	Former Parent
LaKeisha Johnson	A Chance at Change, Financial Literacy , Former Parent
Lisa Butler	School District Five, McKinney Vento
Sylvia Vandross	Sterlin Community of Seniors
Lily Farciert	Former Parent
Donnittia Robinson	Former Parent
Donna Mansell	Pickens County Schools Family Liaison

Immediately following Orientation, the regularly scheduled meeting was called to order by Dorett Gunter, Chairperson. A quorum was met.

ELECTION OF OFFICERS & APPOINTMENT OF COMMITTEES:

Ms. Hawthorne discussed and reviewed the roles and responsibilities of the Policy Council officers (See Attachment - Bylaws). The floor was opened for nominations for Chairperson. After discussion, Sylvia Vandross made a motion to nominate Dorett Gunter as Chairperson. Sandra Harrison seconded the motion. All were in favor. Motion carried. The floor was opened for nominations for Vice Chair. After discussion, Brittany Lyle made a motion to nominate LaKeisha Johnson as Vice-Chairperson. Donnittia Robinson seconded the motion. All were in favor. Motion carried. The floor was opened for nominations for Secretary. Dorett Gunter made a motion to nominate Brittany Lyle as Secretary. Donnittia Robinson seconded the motion. All were in favor. Motion carried. The floor was opened for the nominations for Assistant Secretary. After discussion, Dorett Gunter made a motion to nominate Amber Lyons as Assistant Secretary. Sylvia Vandross seconded the motion. All were in favor. Motion carried.

The 2020-2021 Policy Council officers are as follows:

Dorett Gunter	Chairperson
LaKeisha Johnson	Vice Chairperson
Brittany Lyle	Secretary
Amber Lyons	Assistant Secretary

Approval of Parent Activity Funds:

Patrice Hawthorne, Family Partnership Facilitator, discussed with the Policy Council the importance of the Parent Activity Fund. The Policy Council received a copy of the Parent Activity Guidelines. Ms. Hawthorne explained that these funds are set in the program budget to provide parents the opportunity and experience in planning, developing and implementing their own projects. The Policy Council agreed on a \$5.00 per child parent activity allotment. These funds will be spent according to the Parent Activity Fund Guidelines. After discussion, Donnittia Robinson made a motion to approve the Parent Activity Fund allotment. Lisa Butler seconded the motion. Motion carried.

Personnel Committee:

The Personnel Report was given by Patrice Hawthorne, Family Partnership Facilitator. All Perspective New Employees have been interviewed and being recommended for employment with our program. All applicants are subject to Background Investigation as mandated by the S.C. Department of Social Services. This includes State and Federal Background Investigation and the Child Registry Search to determine if any abuse or neglect has been made against a child and Pre-Employment Drug Screenings. Also, we will conduct reference checks on all perspective new employees. Appointments are conditional based upon the receipt of satisfactory references, state, and federal background investigation and approval from the Head Start Policy Council. Each full-time employee must serve a three-month introductory probationary period before obtaining regular appointment status. Substitutes are on an as needed basis. After discussion, Donna Mansell made a motion to approve the perspective new employees as presented. Sylvia Vandross seconded. Motion carried.

Early Head Start	Jennifer Smith	Teacher
Early Head Start	Lortensia Baker	Teacher
Head Start	Sara Judd	Substitute Teacher Assistant
Head Start	Rentoria Moore	Teacher
Early Head Start	Sheldon Pruitt	Substitute Teacher
Head Start	Shelby King	Family Advocate
Head Start	Daria deCastro	Teacher

The following Policy Council members volunteered to serve on the Personnel Committee: Donna Mansell, Brittany Stokes, LaKeisha Johnson, Donnittia Robinson, Dorett Gunter

APPROVAL OF MINUTES:

The minutes from the September 14, 2020 meeting were reviewed by the Policy Council (See Attachment). LaKeisha Johnson made a motion to accept the minutes as presented. Donna Mansell seconded the motion. Motion carried.

Approval of By-Laws:

The Policy Council By-Laws were reviewed and discussed (See Attachment). Patrice Hawthorne, Family Partnership Facilitator, explained that the Policy Council By-laws are the written rules by which an organization is governed. They set forth the structure of the board and the organization. They determine the rights of participants and they determine the procedures by which rights can be exercised. After discussion, Tiffany Norris made a motion to accept the By-laws as presented. LaKeisha Johnson seconded the motion. Motion carried.

Approval of Timetable:

The Policy Council timetable was reviewed and discussed (See Attachment). Patrice Hawthorne explained that the Policy Council timetable is a part of the agency's planning process which describes the major events, activities and time frames to assure that we are addressing and making decisions about our agency and program direction. The timetable is subject to change. After discussion, Lisa Butler made a motion to accept the timetable as presented. Sylvia Vandross seconded the motion. Motion Carried.

Approval of Procedures for Hearing & Resolving Community Complaints:

The Procedures for Hearing and Resolving Community Complaints were reviewed by the Policy Council. After discussion, Crystal Alexander made a motion to accept the Procedures for Hearing and Resolving Community Complaints as presented. Malcolm Wiley seconded the motion. Motion carried.

Approval for Internal Dispute Resolutions:

The Internal Dispute Resolution was reviewed by the Policy Council. The Policy Council was informed that the Internal Dispute Resolution is put in place as a written procedure for resolving internal disputes between the SHARE Board and the Head Start Policy Council. After further discussion, Sylvia Vandross made a motion to accept the Internal Dispute Resolution as presented. Crystal Alexander seconded the motion. Motion carried.

Approval of Standards of Conduct:

The Standards of Conduct was presented to the Policy Council by Ms. Patrice Hawthorne. She explained to the Policy Council that in accordance with the Head Start Performance Standards and the SHARE Policies and Procedures, all staff, consultants, and volunteers must abide by and have a signed copy of the Standards of Conduct on file. After further discussion, Amber Lyons made a motion to accept the Standards of Conduct. Crystal Alexander seconded the motion. Motion carried.

Approval of Parent Codes of Conduct:

The Parent Codes of Conduct was presented to the Policy Council by Patrice Hawthorne. She explained that courteous and respectful behavior between and among all program participants is essential for SHARE Head Start/Early Head Start to achieve the program's mission and to provide a safe and positive environment for the children, families and staff. Employees, parents/guardians, volunteers, participants, and anyone else involved with the program are expected to follow the Code of Conduct. After discussion, LaKeisha Johnson made a motion to approve the Parent Codes of Conduct as presented. Sylvia Vandross seconded the motion. Motion carried.

Approval of Confidentiality Policy:

The Confidentiality Policy was presented to the Policy Council by Cynthia Sosebee, Community Partnership Facilitator. She explained to the Policy Council that maintaining confidentiality is very important. She distributed and discussed with the Policy Council that each member should be serious and respectful of everyone's privacy. After discussion, time was given for the Policy Council to read and sign the confidentiality document. Malcolm Wiley made a motion to accept the Confidentiality policy as presented. Sylvia Vandross seconded the motion. Motion carried.

DIRECTOR'S REPORT:

The Director's Report was given by Tobita Posley-McKinney, Director of Children & Family Development. She welcomed the newly elected Policy Council members and informed them of the importance of attendance at monthly meetings. She discussed with the Policy Council that they will receive agency reports each month to review prior their scheduled meeting. Reports includes the monthly financial expenditure and credit card reports, CACFP, attendance and enrollment reports, personnel reports, program information summaries, to name a few. She expressed to the Policy Council the importance of maintaining confidentiality at all times. We value family's privacy and make every effort to ensure that information shared is kept confidential. Ms. Posley-McKinney informed the Policy Council that we are continuing to hire qualified staff for vacant positions, teachers, teacher assistants and substitutes. New staff must complete DSS documentation. We have identified the DSS process is slowing the hiring process. We have Head Start and Early Head Start children attending school face to face five days a week. Time of arrival is 7:45 a.m. and dismissal is 1:00 p.m. After dismissal teaching staff are sanitizing classrooms and preparing for the next day. Ms. Posley-McKinney thanked the newly elected officers. She provided copies and reviewed with the Policy Council the Director's Report (See Attachment). Ms. Posley-McKinney is looking forward to working with the Policy Council and sharing in decision making to meet the needs of our children and families. Patrice Hawthorne thanked the newly elected Policy Council. She invited the Policy Council to attend our upcoming Governance training which will take place on November 23rd and 24th via zoom (Details TBA). After discussion, Lisa Butler made a motion to accept the Directors' Report as information. Malcolm Wiley seconded the motion. Motion carried.

BUDGET REVIEW:

The Budget Review was provided by Tobita Posley-McKinney in the absence of Tammy Gore, Assistant Director of Finance. The Policy Council received copies of the financial reports and credit card expenditure reports. We have received a waiver for the CACFP program due to COVID-19. The waiver excuses us from CACFP center monitoring from April 2020- September 2021. Ms. Posley-McKinney explained line items on the Summary Expenditure and the Credit Card Expenditure Reports (See Attachments). She explained that the Policy Council will receive detailed training at next month's meeting by our Accounting Department on how to read line items and understand the financial process. They will receive a copy of the detailed financial report quarterly. After discussion, Malcolm Wiley accepted the financial reports as information. Sandra Harrison seconded the motion. Motion Carried.

No further business, meeting adjourned.

Recorded by..... Brittany Lyle, Secretary

Dorett Gunter, Chair