
Policy Council Minutes - September 2020

Submitted on: November 20, 2020

September 14, 2020

Members Present: Gwen Maples, Tamika Rowe, Crystal Alexander, LaKeisha Johnson, LaShun Martin, Millicent Glenn, Dorett Gunter, Lisa Butler, Sandra Harrison

Members Absent: 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

Excused Absences: Sylvia Vandross, Yaniqua Eyabi

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). Tamika Rowe 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. LaShun Martin seconded the motion. Motion carried.

Program	Name	Position	Location
Head Start	Ericka Edens	Mental Health Specialist	Greenville Administration Office
Early Head Start	Renada Jenkins	Substitute Teacher	Pleasant Valley
Early Head Start	Antronisha Greenlee	Substitute Teacher	Willis H. Crosby
Early Head Start	Tammy Sims	Substitute Teacher	Pleasant Valley

Head Start	Lauren Rogers	Teacher Assistant	Easley Bridge Road
Head Start	Natasha Simpson	Teacher Assistant	Children Center B
Head Start	Mahogany Sullivan	Substitute Teacher Assistant	North Franklin Road
Head Start	Aurora Hernandez	Substitute Teacher Assistant	Reece Mill Road

APPROVAL OF COVID-19 (PANDEMIC) POLICIES AND PROCEDURES:

Ms. Tobita Posley-McKinney explained that due to continuous concerns with regards to the current health crisis of the COVID-19 and the coronavirus pandemic, SHARE Head Start and Early Head Start has modified the methodology of completing Disabilities, Education, ERSEA, Facilities, Family Partnership, Health, Nutrition and Transportation requirements. We will take every precaution to protect the safety and well-being of our staff and families we service. SHARE Head Start and Early Head Start Policies and Procedures will reference the Head Start Program Performance Standards. After discussion, Tamika Rowe made a motion to approve the COVID 19 Pandemic policies and procedures as written. Crystal Alexander seconded the motion. Motion carried.

APPROVAL OF ANNUAL REPORT:

The 2018-2019 Annual Report was presented and discussed with the Policy Council by Tobita Posley-McKinney, Director of Children & Family Development. Ms. Posley-McKinney explained that the report captures activities and accomplishments that support a child's learning for school readiness and academic success. Research shows that children who receive high quality early learning experiences, coupled with parent and family support, are far more likely to succeed in school and throughout their life. Ms. Posley-McKinney discussed each of the areas of service outlined in the report and addressed questions from the Policy Council. After discussion, Gwen Maples made a motion to accept the report as information. Tamika Rowe seconded the motion. 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). We are doing our very best in taking safety precautions to reduce the spread of COVID 19 in our Head Start centers. Currently, Pleasant Valley and WHC centers are closed due to positive COVID screenings. Centers will re-open after the recommended time for closure. The HVAC system is still out at Easley Bridge Road. We are working as quickly as possible to get the system restored. Ms. Posley-McKinney informed the Council that pre-service training for staff was held virtually. Staff participated in numerous trainings and workshops. Staff will participate in CPR certification classes next month. Students that are enrolled in virtual classes will be counted in our funded enrollment numbers. Patrice Hawthorne, Family Partnership Facilitator discussed the success of the Drive-through Open House event that took place on September 4th. Parents and families had an opportunity to meet the staff and receive resources. Several parents completed the 2020 census questionnaire on-site by using their mobile device. Ms. Hawthorne informed the Policy Council that at upcoming parent committee meetings, parents will have the opportunity to elect parent committee officers and will be electing representatives to service on the Policy Council for the new term which begins in October. After discussion, Crystal Alexander made a motion to accept the Director's report as information. LaKeisha Johnson seconded the motion. Motion carried.

BUDGET REVIEW:

The Budget Report was given by Doris Pitchford, Director of Business & Finance. Ms. Pitchford provided financial statements and reports. She reviewed line items on the Summary expenditure & Credit Card expenditure reports. There is no CACFP report for this month due to COVID 19 and children being home. (See Attachments). Ms. Pitchford informed the Policy Council that more supplies were ordered for classrooms due to COVID 19 safety requirements. After discussion, Gwen Maples 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