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# Policy Council Minutes - July 12, 2021

Submitted on: August 04, 2021

## Mini Training: Facilities – Management Systems Wheel

Ms. Shannon Vaughn informed the Policy Council that the Health and Safety Screener helps our program identify where we need to make changes and build capacity to ensure children are healthy and safe in our care. We are required to complete a screening of the health and safety environment of each center where services are provided within 45 calendar days of the start of the program or school year, or within 45 calendar days of the start of the five-year project period. Ms. Vaughn explained that our administrative team develop systems to address the maintenance needs and repair schedules of our facilities. These systems have significant budgetary implications and are approached with the same care as any major purchase. Each of our Head Start centers must have a valid license, certificate, or documentation of registration prior to operation as required by the state. Our program must comply with state-approved fire prevention codes.

Members Present: Dorett Gunter, LaKeisha Johnson, LaShun Martin, Lisa Butler, Kanisha Davis, Yaniqua Eyabi, Rovanda Dunlap, Sylvia Vandross, Donna Mansell, Chaquanna Smith, Jana Bridges, Brittany Lyle

Members Absent: Corine Scribeber, Tiffany Norris, Malcolm Wiley, Lily Farciert, Sharterria Rucker, Bethany Stokes, Leslie Witschi, Lashell Davis, Bretani Robinson, Sandra Robinson

Excused Absence: Donnittia Robinson

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

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## APPROVAL OF MINUTES:

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The minutes from the last meeting were reviewed by the Policy Council (See Attachment). Jana Bridges made a motion to accept the minutes as presented. Brittany Lyle seconded the motion. Motion carried.

## APPROVAL OF PERSONNEL REPORT:

The Personnel Report was given by Dorett Gunter, Chair. 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, Brittany Lyle made a motion to approve the perspective employees as presented. Jana Bridges seconded the motion. Motion carried.

<b>Program</b>	<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Education Credentials</b>
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Head Start	Tiffany Smith	Substitute Cook	Willis H. Crosby	Bachelors Degree: Early Childhood Education. She has ten years of experience working with preschool-aged children. She is a former Teacher/Site Manager for SHARE.
Head Start	Amanda Burdette	Teacher II	Belton Honea Path	Associate Degree: Early Childhood Development. She has seven years of experience working at a preschool. Is a former Teacher Assistant at SHARE and a current Head Start parent.
Early Head Start	Joyce Pressley	Cook	Westside	Associate Degree. She has many years of experience working in the restaurant industry.
Head Start	Keleshia Ellerbe	Cook	North Franklin	High School Diploma and is currently a Head Start parent.
Head Start	Oceana Burkhalter	Teacher II	Seneca	Associate Degree and years of experience working in a daycare, Head Start, and elementary school settings.
Early Head Start	Lakeshia Smith	Teacher II	Tommie C. Brooks	Associate Degree: Early Childhood Development. Early Childhood Education Credential. Has nine-plus years of experience in early childhood in daycare before relocating to SC.

APPROVAL OF DISABILITIES WAIVER REQUEST:

The Disabilities Waiver Request was presented to the Policy Council by Shannon Vaughn, Interim Head Start Director. Ms. Vaughn informed the PC that we did not meet the 10% disabilities enrollment requirement. We were less than 1% in meeting the requirement. We had a decrease in enrollment this year due to several reasons. Some parents did not feel safe returning their children to school due to COVID concerns. Several community programs offered full day and extended hour services for families. Parents enrolled children into public school, 3k and 4k programs. In addition, there are several programs throughout our four county service areas that provide services to children having a disability. Again, these are some of the reasons why meeting the required 10% has been difficult. We have outlined several strategies to increase enrollment for our upcoming school year as well as increasing enrollment of children having a disability (See Attachment). We will submit the disabilities waiver request and disabilities enrollment plan to our Regional office for review. After discussion, LaKeisha Johnson made a motion to approve the disabilities waiver request. Donna Mansell seconded the motion. Motion carried.

APPROVAL OF DIRECTOR'S REPORT:

The Director's Report was given by Shannon Vaughn, Interim Director of Children & Family Development. Ms. Vaughn provided the Policy Council with a copy of the report. Ms. Vaughn informed the Policy Council that the report details information on child and family outcomes. We feel that the children and families have progressed throughout the year. Ms. Hawthorne informed the Policy Council that there has been an increase in each of the seven PFCE categories. We have seen an increase in the number of referrals made and goals achieved by families (See attachment). COVID funds were used for our Summer Enrichment program which allowed us to extend our Head Start program to July 29th. July 30<sup>th</sup> is the last day for staff. They will be cleaning

classrooms and preparing for the return of children and families. Open house at each Head Start center will take place on August 16<sup>th</sup>. Children will return on August 17<sup>th</sup>. Pre-service training for staff is scheduled for the week of August 9- 13<sup>th</sup>. After discussion, LaShun Martin made a motion to approve the Director's report. Jana Bridges seconded the motion. Motion carried.

BUDGET REVIEW:

The Budget Review was provided by Tammy Gore, Assistant Director of Business & Finance. The Policy Council received copies of the financial reports, CACFP and credit card expenditure reports. Ms. Gore asked the Policy Council were there any specific questions in regards to the financial reports. We have spent 90.37% of Head Start funds and 90.44 % of Early Head Start funds. We are where we need to be at this time of the year. We have spent 89.08% of COVID funds for HS and EHS. After discussion, Brittany Lyle made a motion to approve the Budget Review as presented. Jana Bridges seconded the motion. Motion carried.

In closing, Ms. Patrice Hawthorne thanked the Policy Council for their dedication and commitment. Ms. Vaughn informed the Policy Council that their participation is imperative. The next meeting is scheduled for Monday, August 16<sup>th</sup>.

No further business, meeting adjourned

Recorded by Brittany Lyle, Secretary

Dorett Gunter, Chair