
Policy Council Minutes - June 14, 2021

Submitted on: August 04, 2021

Mini Training: Record Keeping and Reporting

Ms. Shannon Vaughn informed the Policy Council that we must keep accurate records of what we do with federal dollars. Ms. Vaughn discussed the following questions in regards to record keeping and reporting: How do our recordkeeping and reporting policies and procedures address key issues such as confidentiality? How does our reporting system provide program leadership (governing body and Policy Council) with key information to make decisions in a timely and thorough manner? How does our recordkeeping and reporting system generate real-time reports that improve program services? Does our recordkeeping and reporting system help our program achieve outcomes for children and families. Ms. Vaughn explained that we must keep child files for a minimum of three years. These files are kept in the central files located in our main office. Files are locked and confidential. Ms. Patrice Hawthorne informed the Policy Council that reporting data is the responsibility of each service area. Data reports are shared with our Policy Council and Governing Body monthly in our Director's report. We must report our Self-Assessment, Community Assessment, Financial Reports, Program Information Report, Data Reports, Incidence reports, Quality Improvement Plans and our agency's Annual Report. Ms. Hawthorne explained that our reports must tell a story about our program. Reports drive decision making and assist us with providing quality services for children & families.

Regular Meeting

Members Present: Sylvia Vandross, Dorett Gunter, Millicent Glenn, Donna Mansell, Jana Bridges, Brittany Lyle, Donnittia Robinson, Rovanda Dunlap, Chaquanna Smith, Kanisha Davis, LaShun Martin

Members Absent: Corine Scribeber, Yaniqua Eyabi, LaKeisha Johnson, Lisa Butler, Tiffany Norris, Malcolm Wiley, Lily Farciert, Sharterria Rucker, Bethany Stokes, Leslie Witschi, Lashell Davis, Bretani Robinson, Sandra Robinson

Excused Absence: LaKeisha Johnson

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. Donnittia Robinson seconded the motion. Motion carried.

APPROVAL OF PERSONNEL REPORT:

The Personnel Report was given by Melissa Botsoe, Information Coordinator II. 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, LaShun Martin made a motion to approve the perspective employees as presented. Jana Bridges seconded the motion. Motion carried.

Program	Name	Position	Location	Education Credentials
Early Head Start	Hattie McCauley	Teacher III	Westside	Master Degree: Early Childhood Education. She has twenty years of experience working with preschool aged children. She is a former Head Start Teacher for SHARE.
Head Start	Lisa Howard	Teacher III	North Franklin Road	Master Degree: Early Childhood Education. She has four years of experience as a Pre-Kindergarten Teacher and 21 years of experience working in Elementary Education.
Head Start	Tanesha Cook	Teacher II	Rutherford Road	Associate Degree: Early Childhood Education. She has four years of experience working with children of all ages; primarily three- and four-year old's.
Head Start	Shemika Cureton	Cook	Easley Bridge Road	High School Diploma. She has two years of cooking experience working in local restaurants. She is currently a SHARE Head Start parent.

The Director's report was provided by Shannon Vaughn, Interim Director of Children and Family Development. Ms. Vaughn provided the Policy Council with a copy of the Director's report. She discussed education reports for periods 1,2 and 3. Reports show how children are excelling in the classroom. Reports continues to demonstrate that children are not progressing as well in the virtual classroom setting as compared to face to face. Children that will be attending our summer enrichment program will be rated in period 4. Ms. Vaughn informed the Policy Council that we are required to have 10% of enrolled children with a disability. We currently have 8.8% HS and 9.3% EHS. We have not been able to meet the 10% because of enrollment challenges due to COVID. We requesting to submit a disabilities waiver to the Regional Office. Ms. Vaughn informed the Policy Council that we hosted a virtual cooking with a chef session for our Head Start and Early Head Start parents last month. Ms. Hawthorne explained that we had 8 parents who volunteered to cook along with the chef. We provided a bag of recipe ingredients for participants. We are planning to continue cooking sessions next school year. Ms. Vaughn informed the Council about our central filing system. She discussed the types of documents that are kept in the child files. Files are confidential and locked at all times. Our Facilities Coordinator is working hard to ensure that our centers are safe and up to date. He monitors the needs of the centers through record keeping and monitoring reports. Keeping our centers safe and operable directly affects our financial system. Attendance and enrollment have increased since children returned face to face on May 10th. We are continuing to enroll children. We are focused on our recruitment efforts to ensure that we fully meet expectations of having full enrollment when school returns in the fall. After discussion, Brittany Lyle made a motion to submit a Disabilities waiver. Jana Bridges seconded the motion. Motion carried. The Policy Council accepted the Director's report as information.

BUDGET REVIEW:

The Budget Review was provided by Doris Pitchford, Director of Business & Finance. The Policy Council received copies of the financial reports, CACFP and credit card expenditure reports. Ms. Pitchford asked the Policy Council were there any specific questions in regards to the financial reports. She explained that on the credit card reports you will notice that we purchased more supplies and materials which was needed to prepare for children returning to school. We have spent 80.59% of Head Start funds and 80.87 % of Early Head Start funds. We are where we need to be at this time of the year. We have spent 92% of COVID funds for HS and EHS. After discussion, LaShun Martin made a motion to approve the Budget Review as presented. Rovanda Dunlap seconded the motion. Motion carried.

In closing, Ms. Patrice Hawthorne thanked the Policy Council for participating in our Parent & Policy Council Recognition Ceremony which was held on Friday, June 4th. She also thanked Policy Council for participating in our program's on-going self-assessment. Ms. Vaughn informed the Policy Council that their participation is important. We can't make decisions without their input.

No further business, meeting adjourned

Recorded by Brittany Lyle, Secretary
Dorett Gunter, Chair