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# Policy Council Meeting December 2021

Submitted on: January 26, 2022

Monday, December 13, 2021

Members Present: Tamika Rowe, Jana Bridges, Angela Brown, Dorett Gunter, Demeatria Hall, Brittany Lyle, Carl Powe, Donnittia Robinson, Cherrie Kelly, Donna Mansell

Members Absent: Janelly Ortiz, Megan Crocker, Crystal Gray, Brianna Williams, Brittany Money, Justin Grant, Jessica Godfrey, Melissa Gregory,

Excused Absences: LaKeisha Johnson, Lisa Butler

The Policy Council meeting was called to order by Dorett Gunter, Policy Council Chair

## Approval of Minutes:

An error was noted in last month's attendance. Cherrie Kelly was omitted from the roster. Ms. Patrice agreed to make the correction. Charles Powe moved to approve the minutes as presented. Brittany Lyle seconded the motion.

## Review of Personnel Report:

The Personnel Report was given by Ms. Dorett Gunter. 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. Ms. Gunter submitted for approval seven new hires: For the Head Start Program, Cherie Tate, Teacher II at Clemson, Cassandra Jenkins, Cook at North Franklin Road, Aysa Johnson, Substitute Teacher Assistant at Rutherford Road, Amani Edwards, Substitute Teacher Assistant at Clemson, Kiala Brockman, Substitute Teacher Assistant and Beverly Jenkins, Substitute Cook at Pleasant Valley, For Early Head Start, Brittany Welch, Teacher II will be at the Pleasant Valley (See Attachment).

After Discussion, Carl Powe made a motion to approve the Personnel Report as presented. Brittany Lyle seconded the motion. Votes were recorded in the chat. The motion was carried.

<b>Program</b>	<b>Name</b>	<b>Position</b>	<b>Location</b>
Head Start	<b>Cherie Tate</b>	Teacher II	Clemson
Head Start	<b>Cassandra Jenkins</b>	Cook	North Franklin Road

Early Head Start	<b>Brittany Welch</b>	Teacher II	Pleasant Valley
Head Start	<b>Aysa Johnson</b>	Substitute Teacher Assistant	Rutherford Road
Head Start	<b>Amani Edwards</b>	Substitute Teacher Assistant	Clemson
Head Start	<b>Kiala Brockman</b>	Substitute Teacher Assistant	Pleasant Valley
Head Start	<b>Beverly Jenkins</b>	Substitute Cook	Pleasant Valley

Review of Self-Assessment Findings:

In the absence of Ms. Shannon Vaughn, Ms. Patrice Hawthorne, Family Partnership Facilitator, presented the results of the Self- Assessment (See Attachment). The assessment is conducted once per quarter. She stressed the importance of the services that we provide and how important it is that EVERYONE participates. Ms. Patrice highlighted three goals (listed below) that resulted from the self-assessment. The program determined these three goals will be our focus. Additionally, Ms. Patrice directed the council to review some Key Findings that includes Affordable Quality Infant/Toddler Care, Advocacy, Birth Outcomes, Career Opportunities with Livable Wages and Class Data Reports. After the presentation, Jana Bridges moved to accept the Self-Assessment results as presented. Tamika Rowe seconded the motion. Votes were recorded in the chat. The motion was carried.

**Program Goal 1:** Strengthen a culture of leadership in data management to enhance data driven decision making and continuous quality improvement. (Program Design)

**Program Goal 2:** To improve child and family outcomes by providing high quality Early Childhood Developmental and Health related services, (School Readiness)

**Program Goal 3:** Strengthen families by partnering with parents to identify and address family needs and support family goals to improve family well-being. (Parent, Family, & Community Engagement)

Director's Report:

The Director's Report was presented by Patrice Hawthorn in the absence of Ms. Shannon Vaughn, Interim Head Start Director. Ms. Hawthorne provided information on PFCE and family outcomes. For school year 2021-22, 1st Quarter findings are as follows: 1.) Family Well-being had a score of 2.3 in the area of Financial Literacy which is an area of weakness. 2.) Families as advocates and Leaders- Score of 2.3- Families need improvement in their participation in community and advocating for their families 3.) Families as Life Long Educators-Score of 2.5- Scores revealed that families need to increase their knowledge and skills to teach their child, understanding of child development and the need to better engage in child's educational activities 4.) Involvement in my classroom and -Score 2.4 -More virtual opportunities to engage parents in the classroom. Our program will utilize Core Advantage to increase scores in this area. 5.) Families as Life Long Educators, engaging child in educational activities. - Score 2.5- To address this score, Ms. Patrice mentioned current partnerships with Adult Education in all four counties and a new partnership with the Trio program in Clemson and the Sullivan Center. A virtual GED program is currently in place. Ms. Hawthorne will provide updates on parent progress. Family Advocates are continuing to work with families on their set goals. We are working on the inclusiveness of fathers by sending home activities that fathers and father figures can do with their child. Ms. Hawthorne provided information to the Policy Council on the new mask mandate for 2 and 3-year old children. After the discussion, Jana Bridges moved to accept the Director's Report as presented. Demetria Hall seconded the motion. Votes were recorded in the chat. The motion was carried.

Budget Review

The Budget Review was given by Ms. Tammy Gore, Assistant Director of Business & Finance. Ms. Gore provided an update on the American Rescue Plan Grant. Currently, 34.5% of the funds have been spent. Ms. Gore provided an update on funds from the Consolidation Appropriations Act. 36.51% have been spent. Time expired is 33%, Head Start has spent 34.5% of the grant and Early Head Start has spent 33.63%. Time expired is about 42%.

Credit Card statements were reviewed and there were no questions. Tamika Rowe moved to accept the Budget Review as written. Jana Bridges seconded the motion. Votes were recorded in the chat. The motion was carried.

Other Reports

Demetria Hall, Community Represented, provided an update on the GED program in Oconee County. The individual taking on that position will be starting at the beginning of Jan. 2022.

Tamika Rowe made a motion to adjourn the meeting. Donnittia Robinson seconded the motion. Motion carried. Dorett Gunter, Chair, thanked everyone for their participation.

Recorded by Angela Brown, Secretary  
Dorett Gunter, Chair