

Policy Council Minutes February 2022

Submitted on: April 04, 2022

Monday, February 14, 2022

Members Present: Tamika Rowe, Angela Brown, Dorett Gunter, Carl Powe, Cherrie Kelly, Kanisha Davis, Krashanda Snead, Jana Bridges, Demetria Hall

Members Absent: Brittany Lyle, Lisa Butler, Yaniqua Eyabi, Donnitia Robinson, Donna Mansell, Janelly Ortiz, Megan Crocker, Crystal Gray, Brianna Williams, Brittany Money, Justin Grant, Jessica Godfrey, Melissa Gregory

Excused Absences: Lisa Butler

Mini Training: A mini training was provided for the Policy Council. Ms. Hawthorne prepared and detailed a list of questions to be prepared for regarding our upcoming Focus Area Two monitoring review. Ms. Hawthorne shared questions with the Policy Council and provided examples on how to address questions. Ms. Vaughn informed the Policy Council that we will continue to share information on FA2 at monthly meetings.

The Policy Council meeting was called to order by Lakeisha Johnson, Vice Chair. Dorett Gunter later joined meeting as she was having difficulty signing on. A quorum was met.

APPROVAL OF MINUTES:

The January 18, 2021 minutes was presented to the Policy Council by Lakeisha Johnson. Tamika Rowe moved to approve the minutes as presented. Jana Bridges seconded the motion. Votes were submitted to the chat box for approval. 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, Jana Bridges moved to approve the personnel report as presented. Carl Powe seconded the motion. Votes were submitted to the chat box. The personnel report was approved as presented.

Program	Name	Position	Location
Early Head Start	Marshetta Mack	Teacher I	Tommie C. Brooks
Head Start	Deanna Cardenes	Substitute Teacher Assistant	Willis H. Crosby
Head Start	Donella Johnson	Substitute Teacher Assistant	Westside
Head Start	Jacqueline McAbee	Cook	Easley Bridge Road
Head Start	Candea Whitfield	Family Advocate	Clemson
Head Start	Maury Johnson	Family Advocate	BHW
Head Start	Vertia Nobleza	Family Advocate	Watkins Road

Program	Name	Position	Location
Head Start	Viola Williams	Teacher II	Pleasant Valley
Head Start	Angela Wilson	Teacher III	Clemson
Head Start	Alicia Hadden	Substitute Teacher Assistant	BHW
Head Start	Caira Jones	Substitute Teacher Assistant	BHW

APPROVAL OF SCHOOL READINESS GOALS AND FAMILY ENGAGEMENT UPDATES:

Our program 2022 – 2023 School Readiness goals were presented to the Policy Council by Diane Gerdy, Interim Early Childhood Services Facilitator. Currently, no changes will be made to the goals at this time. The approval would be to continue next school year with the goals as outlined in our 2021-2022 school readiness goals. Ms. Diane highlighted some areas of focus which included Framework Learning Domains, inclusive of family engagement, father engagement, social and emotional development and PFCE goals. Lakeisha Johnson presented a question about dietary needs and if this is where we address the need to teach our children how to grow their own food. Ms. Diane responded that this topic could be addressed with the program curriculum. Ms. Hawthorne reiterated her desire to further explore the idea of classroom gardens with Lakeisha at an agreed upon meeting time. Ms. Hawthorne also stressed the importance of PFCE and getting the parents and families to partner with us to achieve their goals. There was no further discussion. Jana Bridges moved to approve the School Readiness Goals as presented. Carl Powe to second the motion. Votes were submitted to the chat box. The School Readiness Goals were approved as presented.

FAMILY OUTCOME UPDATES:

The Family Outcome Updates were presented by Patrice Hawthorne, Family Partnership Facilitator. The results of the PFCE Parent Survey is detailed in charts and graphs (see attachment). Ms. Hawthorne reminded the council of the Triple P, an evidenced based Parenting Curriculum. The result was that parents wanted more education on how to improve their child's behavior, how to raise competent children, and positive parenting techniques. The program is working with a certified practitioner. At the last session, there were eight participants present. We are still working on strategies to improve participation. During the session, the participants were given a survey on the effectiveness of the program and the result was that families would like to continue with Triple P. Dates for Triple P sessions are on the website.

Ms. Hawthorne presented information on ChildPlus reports from the 1st and 2nd Quarters (August 2021-January 2022). We discussed the needs of the families, goals established, goals completed, specific goals and referrals made. The data shows we are providing activities and opportunities for parents. We will continue to stress the importance of parent participation. According to family data, families need to work on increasing levels of education, particularly a GED. Ms. Hawthorne informed the Policy Council of our upcoming cooking session called Cooking with Kelvin. This event is for our fathers and father figures and will take place on February 24th.

A question was raised by Tamika Row: Is the schedule for Triple P given out at the centers and are there weekly reminders? Ms. Hawthorne says every center has a copy of the schedule and the schedule can also be found on the agency's website. There was no further questions or discussion. Dorett Gunter, Chair, asked for a motion to approve the Family Outcome Updates as presented. Lakeisha Johnson moved to approve the Family Outcome Updates as presented. Jana Bridges seconded the motion. Votes were submitted to the chat box. The updates were approved as presented.

APPROVAL OF PROGRAM GOALS & OBJECTIVES

The Program Goals and Objectives were presented by Ms. Shannon Vaughn, Interim Head Start Director. Ms. Vaughn updated the council on the results of the planning meeting. It was determined the goals and objective are still in line with our grant. Great strategic ideas for involvement were made. We will implement more strategies to improve participation. Goals will remain the same. There was no further discussion or questions. Jana Bridges moved to approve the Program Goals and Objectives. Lakeisha Johnson seconded the motion. Votes were submitted to the chat box. The Program Goals and Objectives were approved as presented.

APPROVAL OF POLICY & PROCEDURE UPDATES:

The Policy and Procedure Updates were presented by Shannon Vaughn, Interim Head Start Director. Ms. Vaughn was filling in for Rene Vaughn, Program Design Facilitator, in her absence. There are several areas with updates that were in the packet, to include vehicle fueling, new staff bus driver requirements for teacher assistants, governance and leadership capacity screener, Health and Safety Screener, staff attending conferences, updated CLASS Assessor Observations.

Question by Lakeisha Johnson. Where are we with requiring the council and board members to be vaccinated? Response from Ms. Vaughn: Nothing has yet been determined about this matter because South Carolina is in litigation over the vaccine mandate.

There was no further questions or discussion. Jana Bridges moved to approve the Policy and Procedure Updates as presented. Lakeisha Johnson seconded the motion. Votes were submitted to the chat box. The Policy and Procedure Updates were approved as presented.

DIRECTOR'S REPORT:

The Director's Report was presented by Ms. Shannon Vaughn. Ms. Vaughn presented the end of the second period for CORE, child assessment. The next report will soon be presented for the Winter period. Ms. Vaughn highlighted the Disabilities and Mental Health service totals, noting that Disability totals are 55(8.1 %) for Head Start, which does not meet the required 10%; and 27 for Early Head Start, which meets the required 10%. Our concern is that should we be looking at funded enrollment instead of actual enrollment. Ms. Vaughn will further investigate so that we can be clear.

CDL requirements new policies and procedures. The SC DOT is now requiring that applicants go through a CDL training school. Staff who already have a permit, can still be trained by our Transportation Specialists to obtain their license.

Enrollment: Staffing continues to be a problem. There was a loss of 22 teachers after the mandate was implemented in December 2021. Classrooms were closed because of the lack of teachers which included 3 HS and 2 EHS classrooms. Children are on the waitlist, and we will continue to enroll children as our classrooms become more stable with hiring new staff. Currently there is a total of 85 staff openings. Accountability for enrollment numbers will go back to pre-COVID status as of next school year.

Question presented by Carl Powe: If you have a CDL, do you still have to go through the training? Response from Ms. Vaughn: No, usually not, but it will depend on the category of class the person has with their CDL.

Question: Ms. Snead: Who does the approval for lawn maintenance or lawn contracts? Response from Ms. Vaughn: That approval would be done through the Facilities Department. Contracts are for a year or longer.

There were no further questions or discussion. Jana Bridges moved to approve the Director's Report as presented. Demetria Hall seconded the motion. Votes were submitted to the chat box. The Director's Report was approved as presented.

BUDGET REVIEW: The Budget Review was presented by Ms. Tammy Gore, Assistant Director of Business & Finance. Head Start has used 54.8% of the budget and 49.8 % for Early Head Start. Of the American Rescue Plan, 31.5% has been used and 42.8% of Consolidated Appropriations Act has been used. Credit cards: The only amounts spent on the credit card were for Supplies in the amount of \$1,674.87 at Lowe's and \$3,720.36 for travel, registration and training.

There were no questions or further discussion. Jana Bridges moved to approve the Budget Review as presented. Tamika Rowe seconded the motion. Votes were submitted to the chat box. The Budget Review was approved.

Tamika Rowe moved the adjourn the meeting. Angela Brown seconded the motion. Dorett Gunter adjourned the meeting.

