

Policy Council Minutes July 2022

Submitted on: September 12, 2022

Monday, July 18, 2022

Angela Brown, Tamika Rowe, Cherrie Kelly, Kanisha Davis, Brittany Lyle, Satyn Gardner, Avis Neal, Yaniqua Eyabi, Lisa Butler, Donnittia Robinson, Donna Mansell, Rosalind Moss

Members Absent: Brittany Lyle, Janelly Ortiz, Megan Crocker, Crystal Gray, Brianna Williams, Brittany Money, Justin Grant, Jessica Godfrey, Melissa Gregory, Krashanda Snead, Shashettia Banks, Carl Powe, Demetria Hall, Krashanda Snead

Excused Absences: LaKeisha Johnson

Mini Training: A mini training was provided for the Policy Council. Ms. Hawthorne discussed family engagement outcomes and the importance of providing necessary resources to meet the needs of families. Information concerning FA2 monitoring was shared with the council. It is important that policy council understand the types of data that is collected on our families and what data is telling us about our families and program as a whole.

The meeting was called to order by Angela Brown, Acting Chairperson. A quorum was met.

APPROVAL OF MINUTES:

The June 13, 2022 minutes was presented to the Policy Council by Angela Brown, Acting Chairperson. After discussion, Tamika Rowe moved to approve the minutes as presented. Brittany Lyle 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, Tamika Rowe moved to approve the personnel report as presented. Rosalind Moss seconded the motion. Votes were submitted to the chat box. The personnel report was approved as presented.

Early Head Start	Shiniquia Oliver	Teacher II	Westside	Associate Education experienc children. 5 Head Star
Head Start	Willa Hodges	Substitute Cook	Westside	High Schc years of e Head Star

APPROVAL OF FACILITIES POLICY:

Ms. Shannon Vaughn discussed the need to seek approval for the new facilities policy. This policy is put in place so that staff understand how to report issues when the facilities are experiencing issues with power outages and HVAC system concerns. This includes power outages which may cause the HVAC unit to not work. After discussion, Tamika Rowe made a motion to approve the Facilities Policy as written. Satyn Gardner seconded the motion. Motion carried.

APPROVAL OF NEW POSITION, CLASSROOM AID:

Ms. Vaughn informed the policy council that staffing continues to be a program in our program and across the nation. Currently, our Substitutes can only work 29.5 hours per week. This is without benefits. We are not fully staffed. We have about 79 vacancies. Our part-time subs do not work enough hours during the day to cover our classrooms. The Classroom Aid will work full-time with benefits. They do have to agree to enroll in our CDA program or another program credentialing program, our part-time subs are not required to enroll in such programs. We are looking at \$13.00 per hour. Ms. Vaughn asked Ms. Cannon if the position would still be on a grade 1. Ms. Cannon replied that the position is not yet a grade 1. She informed the council that a board member is suggesting that we increase the pay to 15.00 per hour to make the position more inviting to perspective applicants. We want to start advertising for this position as soon as possible. We want to consider subs that are currently working in our program. They will have the opportunity to enroll in our CDA program. We must cultivate our staff as we are moving forward. After discussion, Angela Brown asked for a motion to approve the new position, Classroom Aid. Rosalind Moss made a motion to approve the new position, Classroom Aid. Donnitta Robinson seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Shannon Vaughn informed the Policy Council that our children are performing well in our classrooms. In all 5 domains, our children are meeting or exceeding goals outlined in COR. They are also showing progress on our school readiness goals. Our summer enrichment program ended last Friday.

We will be providing final data for the 4th quarter at next month's meeting. We have completed all of our CLASS assessments. We have exceeded scores in emotional support, classroom support and instructional support. Our in-house scores exceed the national averages for CLASS scores. We are working on moving towards CLASS 2.0 which is a new assessment system. The old assessment will soon be no longer be available. Furman students came out to our Watkins Rd. Head Start Center. We love that local colleges and universities want to come out and visit our centers. We are currently partnering with the Period Project. This project allows us to provide feminine hygiene products to our families that find it difficult to purchase these needed items. Ms. Vaughn informed the council that we were engaged in the community with family engagement activities. Ms. Vaughn thanked to Policy Council for all that they do. After discussion, Satyn Gardner made a motion to approve the Director's report as presented. Rosalind Moss seconded the motion. Motion carried.

APPROVAL OF WAIVERS AND FLEXIBLE SPENDING:

The approval of the Waivers and Flexible Spending policy was presented to the policy council by Pamela Sims, President / CEO. Ms. Sims discussed that SHARE reserves the right to adhere to waivers and spending flexibilities as our funding sources allow for the re-direction of funds awarded for program operations to different budget categories to address immediate health and safety needs for our staff, children, and customers in the event of an emergency and disastrous situations. Waivers and spending flexibilities include expenses related to preparing for, protecting, and responding to the health and safety needs of our staff, children, and customers and mitigating the spread of disease in emergencies and disastrous situations. Cost may include, but is not limited to, incentive or hazard pay to the extent that the overall compensation is reasonable compared to similar positions in our service areas.

- Equipment
- Building maintenance and repairs
- Supplies

Cherrie Sims asked Ms. Pamela Sims a question regarding whether or not if there was need to reduce classrooms due to staffing shortages. Ms. Sims explained that the Office of Head Start requires us to have full enrollment. If we see that we cannot get staff to fill vacancies and meet classroom ratios, we will have to discuss this with our Program Specialist at the Regional Office. After discussion, Tamika Rowe made a motion to approve the Waiver and Flexible Spending policy as presented. Rosalind Moss seconded the motion. Motion carried.

APPROVAL OF BUDGET REVIEW:

The Budget Review was provided by Doris Pitchford, Director of Business and Finance. Ms. Pitchford informed the council that the Head Start budget ended June 30th. We have spent 96% of the funds. The American Rescue funds and Consolidated Appropriations funds will end in March 2023. We have spent 51% of the American Rescue funds and 64% of the Consolidated Appropriations funds. Ms. Pamela Sims asked Ms. Pitchford to explain the Head Start and EHS budget and how we plan to spend the 1.4 million remaining for in-kind. Ms. Pitchford explained that we have submitted an in-kind waiver which was approved by Policy Council. Ms. Pitchford discussed the credit card reports and asked the policy council if there were any concerns. After discussion, Tamika Rowe made a motion to accept the budget review as presented. Rosalind Moss seconded the motion. Motion carried.

No further business, meeting adjourned.

Recorded by Rosalind Moss, Assistant Secretary

Dorett Gunter, Chair