

Policy Council Minutes September 2023

Submitted on October 30, 2023

Policy Council Minutes

September 19, 2023

Members Present: Angela Brown, Jennifer Ward, Janet Silva, Kanisha Davis, Rosalind Moss, Carl Powe, Dorett Gunter, Donnitta Robinson, Eric McCullough, Demeatria Hall

Members Absent: Megan Sheppard, Satyn Gardner, Donnica Mayberry, Briana Money, Avis Neal, Sheniqa Scott.

Mini Training—Patrice Hawthorne conducted a mini-training by reviewing the by-laws and discussing the importance of making suggestions prior to the new term which will begin in October. Specifically, the provisions concerning membership, meeting a quorum, attendance and absences were discussed by members. Ms. Hawthorne discussed the membership of the Policy Council by counties. She informed the council that agenda items cannot be approved if a quorum is not met.

The meeting was called to order by Angela Brown, Policy Council Chair, who led the meeting. A quorum was met.

APPROVAL OF MINUTES:

The minutes from the last meeting were reviewed by the Policy Council [See Attachment]. Patrice Hawthorne informed the Policy Council that a correction to the minutes needed to be made to reflect the omitted attendance of Demeatria Hall. Janet Silva made a motion to accept the minutes from the previous meeting. Eric McCullough seconded the motion. Motion carried.

APPROVAL OF PERSONNEL REPORT:

The Personnel Report was given by Tara Cannon, Director of Human Resources. Ms. Cannon informed the Policy Council that fourteen candidates were being presented to the Council for approval: 3 teachers, 3 substitutes, 7 classroom aides, and 1 family advocate. All Prospective New Employees have been interviewed and been 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 prospective 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, Jennifer Ward made a motion to approve the prospective employees as presented. Janet Silva seconded the motion. Motion carried.

Program	Name	Position	Location	Education Credentials
Head Start	Cheryl Gerstenberger	Teacher III	Rutherford Road	Bachelor's Degree: Early Childhood Education. She has eight years of experience working with children as a preschool teacher at a Head Start program in another state and a local daycare center.
Head Start	Samantha Major	Classroom Aide	Parker	High School Diploma. She has five years of experience working with young children at a childcare facility.
Head Start	Ka'Tyggie Smith	Family Advocate III	Starr	Bachelor's Degree: Psychology. She has two years of experience working with families at the Disability/Special Needs Board and a local YMCA. She is a former SHARE Head Start parent.
Early Head Start	Lillian Williams	Teacher II	Easley Bridge Road	Associate Degree: Early Childhood Education. She has three years of experience working as a Head Start Teacher at another program.
Early Head Start	Janija Ebo	Teacher II	BHW	Associate Degree: Early Childhood Education. She has two years of experience working with children aged infants to school aged.
Early Head Start	TaZiah Wise	Classroom Aide	Tommie C. Brooks	High School Diploma. She has informal experience babysitting children ages infants to five years old.
Early Head Start	Cidney Wakefield	Classroom Aide	Tommie C. Brooks	High School Diploma. She has two years of experience working