

Policy Council Minutes Oct. 2024

Submitted on: December 12, 2025

Policy Council Minutes
Tuesday, October 15, 2024

Members Present: Angela Brown, Carl Powe, Demetria Hall, Tomeika Bennett, Roxanne Patterson, Rosalind Moss, Cherish Walker, Carl Telford, Rita Hunter, Janellys Cruz, Lexus Harrison, Tomeika Bennett, Donna Mansell, Eric McCullough

Members Absent: Shequilla Chapman, Maisha Delph, Alicah Roach, Jordan Reynolds, Tamela Brooks, Jessica O'Donald, Harriet Hunt

Excused Absences: Brittany Antunes

POLICY COUNCIL ORIENTATION:

Orientation for new members was conducted via zoom and face to face by Patrice Hawthorne, Family Partnership Facilitator. Ms. Hawthorne discussed and reviewed the new member's orientation packet. This packet was mailed/e-mailed to each Policy Council member to ensure enough time to review prior to the scheduled orientation (See Attachment). Members reviewed and discussed Policy Council Roles and Responsibilities, By-laws, Procedures for Hearing and Resolving Community Complaints, Roberts Rules of Order, Internal Dispute Resolution, Impasse Procedures and Reimbursement Policy. Policy Council members will approve or disapprove the above items at their regularly scheduled meeting following orientation.

Ms. Hawthorne explained to the parents that 51% of the Policy Council is made up of parents of children currently enrolled in the Head Start program. The remaining 49% is made up of community representatives. Jennifer Ward made a motion to accept the Community Representatives as presented. Quentoria Jones seconded the motion. Motion carried.

The following community representatives were selected and approved by parents to serve on Policy Council:

| | |
|-----------------|--|
| Donna Mansell | Pickens County Schools, Family Liaison, Pickens County |
| Angela Brown | Educator, Greenville County Schools |
| Demetria Hall | Oconee County, Parent Educator |
| Tomeika Bennett | Former Parent, Anderson County |
| Eric McCollough | Former Parent, Greenville |
| Carl Powe | Former Parent, Greenville |
| Harriet Hunt | Community Resource Information Center, Anderson County |
| Rosiland Moss | Healthcare Resource Specialist, Greenville County |

The Policy Council approved the community representatives with a majority vote. There were no opposes.

ELECTION OF OFFICERS & APPOINTMENT OF COMMITTEES:

Ms. Hawthorne discussed and reviewed the roles and responsibilities of the Policy Council officers (See Attachment - Bylaws). The floor was opened for nominations for Chairperson. Demetria Hall nominated Angela Brown for chair. The question was asked if there were any other nominations. There were no other nominations. After discussion, Demetria Hall approved the nomination of Angela Brown serving as chair. It was seconded by Janellys Cruz. Motion carried. The floor was opened for nominations for Vice Chair. There was one nomination, Carl Telford. After discussion, it was approved by majority vote that Carl Telford serve as Vice Chair. The floor was opened for nominations for Secretary. Roxanne Patterson was nominated by the council for Secretary. There were no other nominations. All were in favor, no opposes. The floor was opened for the nomination of Assistant Secretary. After discussion, Janellys Cruz was nominated to serve as Assistant Secretary. All were in favor, no opposes.

The 2024-2025 Policy Council officers are as follows:

| | |
|-------------------|---------------------|
| Angela Brown | Chairperson |
| Carl Telford | Vice Chairperson |
| Roxanne Patterson | Secretary |
| Cruz | Assistant Secretary |
| Janellys | |

Mini Trainings: Financial Statements & Credit Card Expenditures by Tammy Gore, Assistant Director of Business & Finance and Personnel Committee & Reports by Tara Cannon, Director of Human Resources.

Tammy Gore, Assistant Director of Finance, provided training to the Policy Council on how to read and comprehend the budget and financial reports. Ms. Gore distributed copies and explained how to read line items on the detailed Summary Expenditure, CACFP and the Credit Card Expenditure Reports (See Attachments). Ms. Gore explained that the summary expenditure report is generated from accounting software. She explained the current amount of money spent for September, the budget amount, amount expended, outstanding commitments, remaining budget and the percentages spent. Each month the Policy Council will receive the financial report and credit card statements. They will receive a copy of the detailed financial report quarterly. Ms. Gore asked if there were any questions on how to read the reports. She informed the Policy Council that training would be provided on-going and as needed.

Tara Cannon, Director of Human Resources, provided training to the Policy Council on the importance of understanding personnel reports. They explained confidentiality and standards of conduct. Mrs. Cannon explained that each month members of the personnel committee would review personnel reports prior to the Policy Council meeting. The personnel report will be provided at each month's meeting. Members of the Council were asked to volunteer to serve on the Personnel committee. Policy Council representatives are needed to participate on interview teams when seeking and interviewing potential new employees.

Policy Council members volunteered to serve on the Personnel Committee (See attachment).

Immediately following orientation, the Policy Council meeting was called to order by Angela Brown, Chair. A quorum was met.

Approval of Minutes:

The minutes from last month's meeting were reviewed by the Policy Council (See Attachment). Lexus Harrison made a motion to accept the minutes as presented. Demetria Hall seconded the motion. Motion carried.

Approval of Parent Activity Funds:

Patrice Hawthorne, Family Partnership Facilitator, discussed with the Policy Council the importance of the Parent Activity Fund. The Policy Council received a copy of the Parent Activity Guidelines. Ms. Hawthorne explained that these funds are set in the program budget to provide parents the opportunity and experience in planning, developing and implementing their own projects. The Policy Council agreed on a \$7.00 per child parent activity allotment. These funds will be spent according to the Parent Activity Fund Guidelines. After discussion, Carl Telford made a motion to approve the Parent Activity Fund allotment of \$7.00 per child this budget year. Lexus Harrison seconded the motion. Motion carried.

Personnel Committee:

The Personnel Report was given by Tara Cannon, Director of Human Resources. We are recommending hire for 6 perspective new employees (See attachment). 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, Tomeika Bennett made a motion to approve the perspective new employees as presented. Cherish Walker seconded. Motion carried.

Head Start Program

- **Shaquala Ballenger** – Classroom Aide, Rutherford Road High School Diploma; 3+ years as a public-school kindergarten assistant.
- **Sasha Brown** – Substitute Teacher Assistant, North Greenville GED; 10+ years volunteering with young children; current SHARE parent.

Early Head Start Program

- **Rolanda James** – Teacher III, Pleasant Valley Bachelor's in Child Development & Family Studies; eight years' experience in daycare and pre-K.
- **Elizabeth Smith** – Teacher III, Rutherford Road Bachelor's in Early Childhood Education; 3+ years experience with two-year-olds; current SHARE parent.
- **Analilia Farcieri** – Substitute Teacher, Seneca High School Diploma; two years at SHARE Head Start as a Substitute Teacher Assistant.
- **Shaquanna Atkins** – Classroom Aide, Parker GED; three years as a Classroom Aide with SHARE Head Start.

Approval of By-Laws:

The Policy Council By-Laws were reviewed and discussed (See Attachment). Patrice Hawthorne, Family Partnership Facilitator, explained that the Policy Council By-laws are the written rules by which an organization is governed. They set forth the structure of the board and the organization. They determine the rights of participants and they determine the procedures by which rights can be exercised. Patrice informed the council that membership is 27 members. A quorum is 1/3 (9 members) of the total membership. After discussion, Roxanne Patterson made a motion to approve the by-laws as presented. Lexus Harrison seconded the motion. Motion carried.

Approval of Procedures for Hearing & Resolving Community Complaints:

The Procedures for Hearing and Resolving Community Complaints were reviewed by the Policy Council. After discussion, Carl Telford made a motion to accept the Procedures for Hearing and Resolving Community Complaints as presented. Nashaly Martinez seconded the motion. Motion carried.

Approval for Internal Dispute Resolutions/Impasse procedures:

The Internal Dispute Resolution was reviewed by the Policy Council. The Policy Council was informed that the Internal Dispute Resolution is put in place as a written procedure for resolving internal disputes between the SHARE Board and the Head Start Policy Council. After further discussion, Lexus Harrison made a motion to accept the Internal Dispute Resolution as presented. Roxanne Patterson seconded the motion. Motion carried.

Approval of Standards of Conduct:

The Standards of Conduct was presented to the Policy Council by Ms. Patrice Hawthorne. She explained to the Policy Council that in accordance with the Head Start Performance Standards and the SHARE Policies and Procedures, all staff, consultants, and volunteers must abide by and have a signed copy of the Standards of Conduct on file. After further discussion, Tomeika Bennett made a motion to accept the Standards of Conduct. Lexus Harrison seconded the motion. Motion carried.

Approval of Parent Codes of Conduct:

The Parent Codes of Conduct was presented to the Policy Council by Patrice Hawthorne. She explained that courteous and respectful behavior between and among all program participants is essential for SHARE Head Start/Early Head Start to achieve the program's mission and to provide a safe and positive environment for the children, families and staff. Employees, parents/guardians, volunteers, participants, and anyone else involved with the program are expected to follow the Code of Conduct. After discussion, Lexus Harrison made a motion to approve the Parent Codes of Conduct as presented. Tomeika Bennett seconded the motion. Motion carried.

Approval of Confidentiality Policy:

The Confidentiality Policy was presented to the Policy Council by Patrice Hawthorne, Family Partnership Facilitator. She explained to the Policy Council that maintaining confidentiality is very important. She distributed and discussed the policy with the Policy Council that each member should be serious and respectful of everyone's privacy. After discussion, time was given for the Policy Council to read and sign the confidentiality document. Tomeika Bennett made a motion to accept the Confidentiality policy as presented. Lexus Harrison seconded the motion. Motion carried.

Director's Report:

The Director's Report was given by Shannon Vaughn, Director of Children & Family Development. She welcomed the newly elected Policy Council members and informed them of the importance of attendance at monthly meetings. She discussed with the Policy Council that they will receive program reports from service area each month to review prior to the scheduled meetings. The director's report provides a synopsis of what has happened the previous month in each service area. Ms. Vaughn informed the council on expectations for Disabilities and Mental Health. We are required to meet 10% of our population with special needs and disabilities. We're at 5.6% for Head Start and 5.5% for Early Head Start. We will continue to monitor moving towards 10% throughout the year. At this time, there are a lot of children being screened. If there's any concerns, we will follow-up and share results with families. Looking at our health service area, the table breaks down our Head Start children and our EHS children and shows screenings in several areas such as vision and hearing, physicals, nutrition assessments, growth assessments and immunizations. It also shows whether or not they are complete or up to date. The bottom of the chart shows our requirements to help families find health insurance. If they don't have insurance, we will assist them with that and also finding a medical home and a dental home as needed. We are required to match our grant funding by 20%. It is challenging to get In-Kind due to having fewer volunteers in the centers. We submitted an In-kind waiver last school year, and are working hard to reach our required amount this year. We're in a full enrollment initiative (FEI). Our minimum goal is 97% of funded enrollment. For the month of September, Early Head Start was at 93.7% and HS was at 89% of the funded enrollment and overall percentage of 90.5% since the initial 3% equating to 32 slots that were set aside have now become vacancies. We are enrolling as many as possible with staffing continuing to be a concern in most cases. With the occurrence of more interviews and job offers, the goal is for there to be more stabilization in our workforce. Ms. Vaughn thanked Policy Council for their dedication and commitment. She informed the council that we will continue providing mini trainings so that policy council can stay abreast on their role and responsibilities. After discussion, Demetria Hall made a motion to accept the Director's report as presented. Tomeika Bennett seconded the motion. Motion carried.

Budget Review:

Tammy Gore, Assistant Director of Finance, distributed copies of the Summary Expenditure, CACFP and the Credit Card Expenditure Reports (See Attachment). She explained that each month the Policy Council will receive the financial report and credit card statements. They will receive a copy of the detailed financial report quarterly. Ms. Gore stated that the Head Start and Early Head Start Year to Date percentages in the budget is on target, the percentage for time expired and time spent is within normal range at this time in the fiscal year. For Head Start, we have spent 24.35% and for Early Head Start we have spent 22.03%. We have spent a total of 23.46% of our budget. We have collected 8.51% in in-kind. After discussion, Carl Telford accepted the financial reports as information. Lexus Harrison seconded the motion. Motion Carried.

In closing, Patrice Hawthorne thanked the council for their participation in today's meeting. She informed the council that on November the 14th we will have our Shared Governance training which will be held at our Pleasant Valley Head Start Center. Our presenter is Martricia White, training consultant. After discussion, Demetria Hall made a motion to close the meeting. Carl Telford seconded. Motion carried.

No further business, meeting adjourned.

Recorded byRoxanne Patterson, Secretary
Angela Brown, Chair