Policy Council Minutes August 2026

Submitted on: October 28, 2026

Policy Council Minutes

August 18, 2026

Members Present: Carl Telford, Chekia Hunt, Angela Brown, Eric McCullough, Rosalind Moss, Tajae Smith, Joyce Smith, Amy Gomez, Harriett Hunt

Members Absent: Cathy Breazeale**,** Jesla Hendrix, Terail Dorn, Diamond Neal, Thomasina Watson, Z'Quoia Blassingame, Neco Hester, Mikya Cowan, Cheyenne Beasley, Jordan Machen, Bobby Allison, Tomeika Bennett

Mini Training

Ms. Vaughn provided a mini-training on the proposed NPRM changes to Head Start performance standards and updates on program operations. She explained that the NPRM included proposed cuts to administrative costs, changes to child-staff ratios and class sizes, possible shifts in eligibility and self-attestation, removal of the housing cost adjustment, and potential reductions in family engagement, mental health, and other support services. She noted concerns about the impact on program quality, especially for dual language learners and children with challenging behaviors, and highlighted the importance of public comment.

The meeting was called to order by Carl Telford, Chair. Unfortunately, we did not have the required quorum of nine (9) members to conduct official business. With members present, we moved forward with discussing agenda items as outlined. It was discussed that we will move forward using the approved procedure outlined in Article IX – Quorum, which states: In the event a quorum is not present, and there is business that cannot wait until the next regularly scheduled meeting, a vote will be taken by calling/e-mailing parents and community representatives. The results of the voting will be included in the minutes of the regularly scheduled Policy Council meeting.

Approval of Minutes:

The minutes from last month's meeting were reviewed by the Policy Council (See Attachment). After discussion, Angela Brown made a motion to accept the minutes as presented. Harriett seconded the motion. Policy council members not in attendance will be polled due to a lack of quorum.

Approval of Personnel Report:

The personnel report was then presented by Tara Cannon, Director of Human Resources and Melissa Botsoe, Information Coordinator II. All Prospective New Employees have been interviewed and are recommended for employment with our program. All applicants are subject to a Background Investigation as mandated by the S.C. Department of Social Services. This includes State and Federal Background Investigations and the Child Registry Search to determine if any abuse or neglect has been made against a child, and Pre-employment Drug Screenings. We will also conduct reference checks on all prospective new employees. Appointments are conditional upon receiving satisfactory references, state and federal background investigation. Each full-time employee must serve a three-month introductory probationary period before obtaining regular appointment status. Substitutes are on an as-needed basis. Seven (7) prospective new employees were presented (See below). There was no termination report.

Sharon Mattison
Program: Head Start
Position: Teacher III
Location: Willis H. Crosby
Education/Credentials: Bachelor's Degree in Early Childhood Education. She has 34 years of experience working as a former SHARE Head Start Teacher and owning her own in-home daycare center. P.C. Minutes August 18 2026

Christina Bryce
Program: Head Start
Position: Classroom Aide
Location: Willis H. Crosby Center
Education/Credentials: High School Diploma. She completed her college Early Childhood Education practicum labs at Starr Head Start Center. P.C. Minutes August 18 2026

Enga McClain
Program: Head Start
Position: Classroom Aide
Location: Pleasant Valley
Education/Credentials: High School Diploma. She has 18 years of experience working with children of all ages. She is a former SHARE Head Start Teacher Assistant. P.C. Minutes August 18 2026

Amy Rivera
Program: Head Start
Position: Teacher Assistant
Location: North Franklin Road
Education/Credentials: College Teacher Assistant Certificate. She has three years of experience working with preschoolers and school-aged children. P.C. Minutes August 18 2026

Madison Hughes
Program: Early Head Start
Position: Teacher III
Location: Tommie C. Brooks
Education/Credentials: Bachelor's Degree in Child & Family Studies. She has two years of experience working with young and school-aged children in a summer camp. P.C. Minutes August 18 2026

Ana Valdelamar
Program: Early Head Start
Position: Classroom Aide
Location: Westside
Education/Credentials: Bachelor's Degree in Nutrition. She has nine years of experience working with young children at daycare centers. She is a former SHARE Head Start Substitute Teacher. P.C. Minutes August 18 2026

Michelle Waters
Program: Early Head Start
Position: Substitute Teacher
Location: Rubye H. Jones
Education/Credentials: High School Diploma. She has more than 20 years of experience working with infants through pre-kindergarten-aged children.

After discussion, a motion was made by Rosalind Moss to approve the names and positions presented. Chekia Hunt seconded the motion. There was no opposition. The motion was not carried due to a lack of a quorum. Members not in attendance will be polled according to by-laws to carry motion forward.

Approval of Self-Assessment Report:

Ms. Vaughn presented the self-assessment results, highlighting positive outcomes in areas such as child development, classroom organization, and family well-being. She noted that all CLASS scores were above the national average for the Office of Head Start. Key areas for improvement for included language and literacy, physical development, and documentation of health requirements. Seven recommendations and action steps were outlined to address ongoing challenges, including recruitment, staff training, and parent engagement strategies (see attachment). After discussion, Angela Brown made a motion to approve the Self-assessment report as presented. Chekia Hunt seconded the motion. The motion was not carried due to a lack of a quorum. Members not in attendance will be polled according to by-laws to carry motion forward.

Director's Report:

The Director's report was presented by Shannon Vaughn, Head Start Director. Ms. Vaughn provided an update on the agency's Change in Scope request. With the new program year beginning, the program will resume **monthly enrollment reporting beginning with August**, including efforts being made to meet funded enrollment. The Change in Scope request remains submitted and is awaiting federal review. A new **Information Memorandum issued in August** established two pathways for Change in Scope requests. Programs willing to reduce enrollment and return funding may have a faster approval process. SHARE's request, however, is to **retain its funding while reducing slots and reinvesting funds into teacher salaries** to strengthen recruitment and retention of qualified staff. Ms. Vaughn shared that recent federal guidance may require additional support for Change in Scope requests, potentially including broader state-level partners and stakeholders. Due to ongoing federal changes, the timeline and outcome of SHARE's request remains uncertain. Ms. Vaughn highlighted the significant number of children referred for mental health follow-up during the previous program year. She emphasized that the data demonstrates a continuing need for **mental health services and behavioral support for children and families**, particularly as challenging behaviors continue to be a concern. Ms. Vaughn referred the Council to the Family Services and PFCE data presented by Patrice Hawthorne. Financial literacy continues to be identified as a **major need among families**. The program will continue strengthening financial education, asset-building opportunities, and other supports designed to help families achieve greater financial stability. Parent Orientations are currently underway. The first orientation was successfully held, and Policy Council members were encouraged to attend **in person or virtually** to speak with families, explain the role of Policy Council, and encourage greater parent involvement. After discussion, Rosalind Moss made a motion to accept the director's report as presented. Eric McCullough seconded the motion. Members not in attendance will be polled according to by-laws to carry motion forward.

APPROVAL OF BUDGET REVIEW:

Ms. June Hayden presented the **Head Start/Early Head Start Financial Report and credit card statements** included in the meeting packets. She reported that the new **Head Start/Early Head Start funding year began July 1, 2026, and will end June 30, 2027**. Because July was the first month of the new funding period, there was no previous-period comparison. As of July, **8.34% of the funding year had elapsed.**

Ms. Hayden also reviewed the **credit card statements,** which reflected program expenditures primarily from July, with some transactions possibly occurring at the end of June. Ms. Hayden concluded her report and invited questions from Policy Council members. After discussion, Amy Gomez made a motion to approve the Budget Review as presented. Eric McCullough seconded the motion. Members not in attendance will be polled according to by-laws to carry motion forward.

Recorded by . Rosalind Moss, Acting Secretary
Carl Telford, Chair