

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
February 19, 2024**

MEMBERS PRESENT	IN-PERSON/ VIRTUALLY	MEMBERS ABSENT	STAFF PRESENT
Cerena Fleener (Parent Representative, Williamson County)	Virtually	Chester Brewer	Lea Maue, Executive Director
Deborah Golden (Community Representative)	In-Person	La'Naylah Clarry	
Lolita L. Mack (Parent Representative, Williamson County)	In Person	Cathy Phoenix	
Imani McHenry (Parent Representative, Jackson County)	Virtually		
Cody Stout (Parent Representative, Jackson County)	In Person		
Samantha Stout (Parent Representative, Jackson County)	In Person		
Deborah Wills (Community Representative)	In Person		

Call to Order:

L. Mack, Chairperson, called the meeting to order at 6:07 pm. All members present will be voting. C. Stout will be voting for L. Clarry.

A roll call and found there was a quorum. A quorum, as defined by the by-laws, is at least one-third of members present; a minimum of 50% of attending members are parents; and at least one parent from each county is present.

Meeting Minutes:

The minutes of the regular January 22, 2024 meeting were reviewed.

- **C. Fleener moved to approve the January meeting minutes, D. Wills 2nd. Minutes were approved.**

Monitoring:

- I. Monitoring Report
 - A. 284 of 337 (84%) slots were filled as of 1/31/24. Enrollment continues to fluctuate with staff resignations. Two classrooms remain closed – one at Carbondale and one at Marion.
 - B. Program-wide average daily attendance was 79.28%. This is a little bit higher than December, but illness continues to be widespread with staff and children.
 - C. 35% of absences were due to illness, most of which were respiratory-related.
 - D. CACFP reimbursements were \$28,282 in December, which is more than \$10,000 than December of the previous year. Increasing enrollment and attendance is helping.

- E. In-person family involvement at centers continues to be low.
 - F. All drills and checklists were conducted.
 - G. Data from the new standards of conduct checklist show all classrooms were monitored and required no follow up.
 - H. The program has served 26 of a cumulative enrollment of 311 of children with documented IEPs, this is 8%. There are 16 more children in the referral process. We are on track to meet the 10% disabilities requirement.
 - I. BIR data continues to show that child physical aggression the primary persistent challenging behavior in the classrooms.
- II. Budget
- A. Total Basic expenditures through January 2024 totaled \$2,439,438.46, or 56.6% of the budget, leaving a balance of \$1,867,440. This may seem like a lot, but all funds are projected to be spent by the end of the fiscal year (June 30)
 - B. The Training and Technical Assistance expenditures totaled \$32,279.30, or 78% of the budget. With the upcoming Illinois Head Start Association conference, these funds will be spent.
 - C. As of January 31, the program has generated 90.22% of its required in-kind. This is mainly due to the efforts of classroom teachers and parents completing activities with their children.
- III. University Credit Card (p-card)
- A. January p-card charges totaling \$19,623.61 were reviewed.
 - B. Charges were for the purposes of purchasing food for centers and meetings, training, and classroom supplies.
 - **S. Stout moved to approve the January p-card charges, C. Stout 2nd. P-Card charges approved.**

Old Business:

- I. Under-enrollment Plan
 - A. The program is executing its under-enrollment plan to ultimately be fully enrolled by September 30, 2024.
 - B. A barrier has been the number of people resigning and also those going on extended medical leave.
 - C. We are in the process of recruiting staff for the current and next year.
 - D. As part of the under-enrollment plan, we will submit an Enrollment Reduction Request, which will be reviewed in new business.
- II. Corrective Action from Child Incident
 - A. The staff member accused of maltreating a child on October 23, 2023 has been terminated from her position.
 - B. Results from the federal RAN review of the incident conducted on November 3, 2023 have not been received. L. Maue will share these results as soon as they are received.
 - C. If determined to be a deficiency, this means the program will be recompeting for its funds in 2025.

III. FA2 Review

- A. We are expecting an onsite federal review this spring.
- B. Notification will be received 45 days prior to the review and has not been received.
- C. This means that the earliest the review would occur right now is the week of April 8.
- D. CLASS video reviews are being collected and submitted for review now. This is a separate process from the FA2 onsite review.

New Business:

I. 2024-25 Budget

- A. L. Maue presented the proposed budget for the upcoming program year.
- B. The budget review is presented in advance of the grant application approval to make better use of time at the March meeting.
- C. There are no significant changes on next year’s budget other than a slight decrease in bussing contractual costs. With the return to 8 am-4 pm full day classes and the elimination of one double session classroom at Marion and Carbondale, this will reduce the number of bus routes. The program will be using a transportation needs assessment to determine which children receive bussing.
- D. The full budget will be presented for approval with the grant application at the March meeting.

II. Enrollment Reduction

- A. L. Maue presented a request to reduce the number of children served from 337 to 305.
 - B. This reduction would allow the program to uncouple two double session classrooms and create two full day options.
 - C. The afternoon double sessions do not meet the needs of the families.
 - D. This reduction will also help to slightly reduce ratio in many classrooms.
- **S. Stout moved to approve the Enrollment Reduction request, D. Wills 2nd. The enrollment reduction was approved.**

III. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
BUS MONITORS			
Katie Echols	Associates	CD	Pending
Sahwniqua Echols	Associates	CD	Pending
Anastasia Collins	Associates	CD	Pending
Marcella Hawkins	HS	CD	Pending
SUB TEACHERS			
Tiffany Kovacs	Associates	CD	Cleared
COMMUNITY WORKER			
Abigail Cripps	Associates	MB	Cleared

- **D. Wills moved to approve the hires, D. Golden 2nd. February hires were approved.**

Announcements

- The next meeting date will be on March 18 at 6 pm. Much important business is conducted at the March meeting, including the approval of the grant application, self-assessment, and selection criteria.

Training

L. Maue provided Staff Hiring Processes training.

- **On a motion by D. Wills, D. Golden 2nd the meeting was adjourned at 7:04 pm.**

Respectfully Submitted by _____
Lolita L. Mack, Policy Council Chair