

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
March 18, 2024**

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

Call to Order:

In the absence of Chairperson, L. Mack, Vice Chair Imani McHenry called the meeting to order at 6:09 pm. All members present will be voting. D. Phoenix will be voting for C. Brewer.

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 February 17, 2024 meeting were reviewed.

- **A. Collumss moved to approve the February meeting minutes, C. Fleener 2nd. Minutes were approved.**

Monitoring:

- I. Monitoring Report
 - A. 284 of 337 (84%) slots were filled as of 2/29/24. There has been no change since last month. Two classrooms remain closed – one at Carbondale and one at Marion.
 - B. Carbondale has 24 vacancies and one closed classroom that accounts for 17 of these slots. 6 children are pre-enrolled. Logan has one open slot that cannot be filled due to child behavior. Marion has 28 slots and one closed classroom accounting for 18 of those slots and 2 pre-enrolled. Murphysboro is fully enrolled.
 - C. Program-wide average daily attendance was 84.67%.

- D. 46.9% of absences were due to illness, most of which were respiratory-related. Lack of family transportation was the second greatest reason for child absence.
- E. CACFP reimbursements were \$32,173 in February -- \$12,493 more than February 2023.
- F. Dr. Cripps is providing dental treatment for seven children between now and the end of the year.
- G. The number of family referrals in Marion and Murphysboro is low.
- H. Staff are receiving more wounds, most of which are bites.
- I. Data from the new standards of conduct checklist show all classrooms were monitored with two requiring follow-up and support. The program will monitor that this is corrected in next month's monitoring report.
- J. The program has served 28 of a cumulative enrollment of 320 of children with documented IEPs, this is 8%. There are 9 more children in the referral process. We are on track to meet the 10% disabilities requirement.
- K. 43.25 hours of support was provided by the Mental Health Consultants in February.
- L. There are several outstanding performance evaluations that L. Maue is addressing.

II. Budget

- A. Total Basic expenditures through February 2024 totaled \$2,861,463.28, or 64.5% of the budget, leaving a balance of \$1,614,032.
- B. The budget amendment request was approved to move \$127,300 from construction to personnel.
- C. The Training and Technical Assistance expenditures totaled \$39,921. As of today, all funds have been spent.
- D. The program has generated 110.5% of its required in-kind. This is a direct result of the modification of the homework sheet and is great news.

III. University Credit Card (p-card)

- A. January p-card charges totaling \$11,071.68 were reviewed.
- B. Charges were for the purposes of registration fees for training (purple), purchasing food for centers (green), and classroom supplies (yellow)
 - **C. Phoenix moved to approve the February p-card charges, D. Phoenix 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. An enrollment reduction request was submitted last month, and the program is proceeding as if it will be approved.
- C. Given funding, a staff member will be hired in June for the sole purpose of recruiting staff.

- D. Program representatives will attend the John A. Logan career fair next week. This is normally a great event for recruiting teacher assistants with an associate's degree in ECE.
- II. FA2 Review
 - A. Notification was received that our federal onsite review will be the week of April 15.
 - B. This is a normal component of the five-year project period and not the result of the recent deficiency.
 - C. The review team would like to meet with as many Policy Council members as possible prior to the next regular meeting on April 15, 2024 at 5:15 pm. Child care will be provided, and the meeting should last about 30 minutes.
 - D. CLASS video reviews have all been collected, submitted, and accepted. The review process takes approximately 45 days.

New Business:

- I. Federal Review Finding
 - A. Notification of deficiency was received on February 20, 2024 pertaining to the child maltreatment incident on October 23, 2024.
 - B. This was expected given the nature of the incident.
 - C. What was unexpected was the citation of the incident. Leadership was expecting a finding pertaining to the standards of conduct, but the citation centered around management systems and monitoring.
 - D. The program was originally given 30 days to correct, but an extension request was submitted and approved. The compliance date is now April 10, 2024.
 - E. The program responded immediately and began corrective action in November 2023.
- II. Notification of Competitive Status
 - A. On March 13, 2024, notification that the program will have to compete for its next five-year grant cycle was received.
 - B. This is a result of the recently discussed deficiency.
 - C. L. Maue anticipates the grant to be announced in August or September with a 60-day window to apply.
- III. Corrective Action Plan
 - A. L. Maue presented the recently modified correction action plan.
 - B. The Policy Council reviewed and approved a corrective action plan in November 2024, but changes have been made based on the deficiency.
 - C. Leadership received training and technical assistance around the finding and revised the CAP.
 - D. L. Maue reviewed key changes and additions.
 - **I. McHenry moved to approve the Corrective Action Plan, C. Fleener 2nd. The CAP was approved.**

IV. Self-Assessment

- A. L. Maue presented the results of the 2023-24 self-assessment.
- B. The 15 recommendations that emerged from the process were discussed.
- C. All recommendations have been incorporated into the program’s upcoming grant application.
 - **I. McHenry moved to approve the Self-Assessment, A. Collums 2nd. The Self-Assessment was approved.**

V. Selection Criteria

- A. C. Lewis presented the proposed 2024-25 selection criteria.
- B. No changes were proposed for age, income eligibility, or special needs areas.
- C. Under “other factors,” having a currently enrolled sibling was added for a value of ten points.
- D. Under “other stressors,” change in family structure or crisis increased in value from five to ten points.
 - **D. Wills moved to approve the 2024-25 Selection Criteria as presented, D. Golden 2nd. The Selection Criteria document was approved.**

VI. 2024-25 Continuation Grant Application

- A. L. Maue presented the 2023-23 Continuation Grant Application.
- B. Section A describes the program’s goals, which will not be changed this year, and objectives to achieve goals. Objectives have been deleted if accomplished and added or modified based on self-assessment, community assessment, or ongoing monitoring data.
- C. School Readiness Goals will not be changed.
- D. The program intends to return to a 8 am to 4 pm full-day session.
- E. L. Maue reviewed other changes to program delivery.
 - **C. Fleener moved to approve the 2023-24 Continuation Grant application as presented, D. Golden 2nd. The application was approved.**

II. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
LEAD TEACHER			
Tara Taborn	Bachelors	CD	Cleared
CHILDCARE ASSISTANT			
Raul Hernandez	High School	CD	Cleared

- **C. Phoenix moved to approve the hires, A. Collums 2nd. March hires were approved.**

Announcements

- The next meeting date will be on April 15 at 6 pm. Prior to the meeting at 5:15 pm, the FA2 monitoring team will be here to meet with members of the group who can attend.

Training

- **On a motion by C. Fleener, D. Golden 2nd the meeting was adjourned at 7:40 pm.**

Respectfully Submitted by _____
Cathy Phoenix, Policy Council Secretary