

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
October 19, 2020**

Members Present	Members Absent	Staff Present	Guests Present
Katie Day	Heather Baum	Lea Maue	
Danielle Jack James	Danielle Burk	Laura Lindsey	
Lori Longueville	Taliya Miller		
Brandi Pyatt	Cheryl Walton		
Jasmine Vinyard			

In absence of a current chair, Dr. Lea Maue, Program Director, called the October Policy Council meeting to order on October 19, 2020 at 6:15 pm via zoom. Dr. Maue conducted roll call and found there was a quorum.

Meeting Minutes:

The minutes of the regular September 21, 2020 meeting were reviewed.

- *K. Day moved to approve the minutes, J. Vinyard 2nd – Motion passed.*

Monitoring

I. FY 20-21 Budget

Dr. Maue presented a general overview of the names and types of federal and subsidy funding the program receives. She then reviewed the status and expenditures of the current budget.

- A. Most funds are minimally spent, and a majority are allocated to personnel, fringe benefits, and building maintenance.
- B. The COLA cannot be awarded until the collective bargaining agreement has been approved.
- C. Start up funds are just now being spent.

II. P-Card Charges

University credit card charges for both basic and COVID funds were reviewed.

- *L. Longueville moved to approve the budget, J. Vinyard 2nd – Motion passed.*

III. Monthly Monitoring Report

- A. Dr. Maue presented the monthly monitoring report and explained why it is important
- B. She highlighted monitoring results pertinent to the group, including:
 - i. Enrollment numbers
 - ii. Overview of CACFP
 - iii. Health approvals
 - iv. Health and safety checks
 - v. Disabilities numbers and demographics
 - vi. 45 and 90 day requirements
 - vii. Professional development and Hires

Old Business:

I. COVID Response

- A. Dr. Maue reported that to date, two staff members and one child have tested positive for COVID 19. In one adult case, the center did not need to transition to fully remote services because the individual did not have any close contact with other staff or children. In the child case, the child's classroom transitioned to a one-week period of remote learning, which coincides with the local health department's clearance date.
- B. 25 tablet devices were recently purchased for remote families and are being distributed.
- C. The program continues to provide five days' worth of meals for its fully-remote families. This has gotten much easier.
 - *L. Longueville moved to approve the budget, J. Vinyard 2nd – Motion passed.*

New Business:

I. Approval of Community Representatives

- A. Dr. Maue presented the three Community Representatives:
 - i. Katie Day, Jackson County
 - ii. Lori Longueville, Williamson County
 - iii. Cheryl Walton, Jackson County
- B. She noted that a vacancy still exists for Williamson County.
 - *B. Pyatt moved to approve the 2020-21 Community Representatives, J. Vinyard 2nd – Motion passed.*

II. Election of Officers

- A. Dr. Maue reviewed the positions and duties of each of the available officer positions: Chairperson, Vice Chairperson, and Secretary.
- B. J. Vinyard self-nominated for Chairperson.
 - *L. Longueville moved to approve the nomination, D. Jack-James 2nd – Motion passed.*
- C. No other members expressed interest in officer positions. Elections for these positions will occur at the November meeting when additional members are in attendance.

III. Newsletter

- A. Parent members are asked to sign up to contribute to the Policy Council report in the monthly family newsletter.
- B. Dr. Maue will send out a sign-up via email.

IV. Operating Papers (or By-Laws)

- A. At the beginning of each even-year Policy Councils, the by-laws are reviewed and modified as necessary.
- B. Policy Council members received a copy in the introductory folder last month. Dr. Maue will also email the document in a post-meeting correspondence.

C. Policy Council members are to take some time to review this four-page document before the November meeting.

V. Annual Report

- A. The annual report review was tabled until the November meeting.
- B. A section still required updating.

VI. The following were presented to the council for hire pending University approval:

Applicant Name	Position	Center
Brianna Sconyers-Nelson	Child Care Assistant	CD
Brandon Westenberger	Bus Monitor	MN
Anjelica Hamilton	Bus Monitor	CD
Shanna Jackson	Bus Monitor	CD
Kierra Wimberly	Substitute Teacher	CD
Carol Buitrago	Interpreter	ALL

- *K. Day moved to approve the hires, D. Jack-James 2nd – Motion passed*

Training

Laura Lindsey, Early Childhood Coordinator presented the programs new School Readiness Goals and how they align with Head Start Early Learning Outcomes Framework and TS Gold assessment.

Announcements

The next meeting date is November 16, 2020 at 6 pm.

- *On a motion by K. Day, seconded by D. Jack-James 2nd the meeting was adjourned at 7:22 pm.*

Respectfully Submitted by _____
Jasmine Vinyard, Policy Council Chair