

**SIU CARBONDALE HEAD START  
POLICY COUNCIL  
MEETING MINUTES  
January 27, 2025**

<b>MEMBERS PRESENT</b>	<b>IN-PERSON/ VIRTUALLY</b>	<b>MEMBERS ABSENT</b>	<b>STAFF PRESENT</b>
Dionna Deville-Johnson (Parent Representative, Jackson County)	In-Person	Deborah Golden	Lea Maue, Executive Director
Guadalupe Lopez (Parent Representative, Jackson County)	In-Person	Deborah Wills	Sue Dierks, Interim Director
Catherine Phoenix (Parent Representative, Jackson County)	In-Person	Olivia Campbell	
Samantha Stout (Parent Representative, Jackson County)	In-Person		
Anna Sloan (Parent Representative, Williamson County)	In-Person		
Dillion Phoenix (Parent Alternate, Jackson County)	In-Person		
Tessa Leech (Parent Representative, Williamson County)	In-Person		
Imani McHenry (Community Representative, Jackson County)	In-Person		
Cerena Fleener (Parent Representative, Williamson County)	Virtual		
Wilma Vaughn (Parent Alternate, Jackson County)	In-Person		

**Call to Order:**

Chairperson Anna Sloan called the meeting to order at 6:16 pm. W. Vaughn and D. Phoenix, Jackson County Parent Alternates, did not vote. This was the fourth regular meeting of the 2024-25 Policy Council year.

A roll call 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 December 16, 2024 meeting were reviewed.

- ***C. Phoenix moved to approve the December meeting minutes, D. Deville-Johnson 2<sup>nd</sup>. Minutes were approved.***

**Monitoring:**

- I. Monitoring Report

- A. 283 of 290 slots were filled as of 12/31/24. The 283 actual slots plus the 7 reserved slots total the required enrollment of 290 which brings the program to 100% enrollment as of December 31, 2024.
- B. Program-wide average daily attendance was 78.95% for December.
- C. All classrooms remain open. The weekly day at the Forest School has been a positive experience this year for the class that is participating. The Forest School will possibly add a second classroom to the weekly visits next program year.
- D. Transportation has been provided by families at the John A. Logan and Marion centers; that seems to be working for families. Murphysboro and Carbondale have bus transportation provided.
- E. CACFP reimbursements were \$26,018.61.
- F. Health requirements were reviewed with no concerns noted.
- G. All health and safety checklists and drills have been completed within the required timeframe.
- H. Parent participation lagged in December due to a lack of parent meetings. The newly hired Family and Community Partnership Coordinator is working with Center Directors to plan parent meetings for the remainder of the program year.
- I. The program is required to serve 10%, or 29 children during the program year. The program is at 8% and is on track to meet the 10% requirement.
- J. Behavior Incident Reports (BIR) decreased in December.
- K. Mental Health support has remained consistent and effective.

## II. Budget

- A. The program is on track fiscally. The expectation is that the program will end the program year with a \$100,000 surplus. Plans are to use the surplus funds for larger improvement projects such as playground upgrades and security system upgrades.
- B. 79.8% of the required In-Kind has already been generated from August to December of this school year. Staff continue to encourage families to complete In-Kind.

## III. University Credit Card (p-card)

- A. November p-card charges totaling \$2,395.52 were reviewed.
- B. Charges were lower this month due to less operating days in December.
  - ***S. Stout moved to approve the December p-card charges, T. Leech 2<sup>nd</sup>. P-Card charges approved.***

## IV. Old Business:

- A. The competitive grant application was submitted on January 4, 2025 prior to the January 6, 2025 deadline. A response from the Office of Head Start is expected in March or April.
- B. Anna Sloan shared an email from SIH acknowledging the impact of Head Start in our area.

**V. New Business:**

A. No new hires for December. The program is close to being fully staffed.

**Announcements**

- The next Policy Council meeting will be held on February 17, 2025 at 6 pm.
- No School: January 20, 2025
- Parent / Teacher Conferences: February 17, 2025

**Training**

- Lea Maue, Executive Director, explained the Self-Assessment process and encouraged Policy Council members to participate.
  
- ***On a motion by W. Vaughn, S. Stout, 2<sup>nd</sup>, the meeting was adjourned at 6:50 pm.***

Respectfully Submitted by \_\_\_\_\_  
Policy Council Chairperson