

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
December 16, 2024**

MEMBERS PRESENT	IN-PERSON/ VIRTUALLY	MEMBERS ABSENT	STAFF PRESENT
Dionna Deville-Johnson (Parent Representative, Jackson County)	In-Person	Olivia Campbell	Lea Maure, Executive Director
Guadalupe Lopez (Parent Representative, Jackson County)	In-Person	Deborah Wills	Sue Dierks, Interim Director
Catherine Phoenix (Parent Representative, Jackson County)	In-Person	Samantha Stout	
Anna Sloan (Parent Representative, Williamson County)	In-Person	Tessa Leech	
Deborah Golden (Community Rep, Jackson 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 6:07 pm. W. Vaughn, Jackson County Parent Alternate, did not vote. This was the third 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 November 18, 2024 meeting were reviewed.

- ***G. Lopez moved to approve the November meeting minutes, D. Deville-Johnson 2nd. Minutes were approved.***

Monitoring:

- I. Monitoring Report
 - A. 278 of 290 slots were filled as of 11/30/24. The 278 actual slots plus the 12 reserved slots total the required enrollment of 290 which brings the program to 100% enrollment as of November 30, 2024.
 - B. Program-wide average daily attendance was 81.96% for October.
 - C. All classrooms remain open, and the remaining few additional staff are in the hiring process.

- D. Transportation is being successfully addressed. Murphysboro has received a larger bus and Carbondale will receive a fourth bus as soon as JAX has an available driver.
- E. CACFP reimbursements were \$24,683.63.
- 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 continues to be strong.
- I. The program is required to serve 10%, or 29 children during the program year. There are 20 children with documented IEPs and 14 additional children with IEP referrals in process.
- J. Behavior Incident Reports (BIR) indicate that naptime continues to be the area where children struggle and challenging behavior increases during this time. The most common response of support is time with a teacher which indicates that children have formed a positive relationship with teachers.
- K. Mental Health support was discussed.

II. Budget

- A. The program is on track fiscally.
- B. 64.55% of the required In-Kind has already been generated from August to November 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 \$41,698.06 were reviewed.
- B. Charges were for the purposes of food for centers, grounds and building maintenance, subscriptions, and supplies.
 - ***W. Vaughn moved to approve the October p-card charges, C. Phoenix 2nd. P-Card charges approved.***

IV. Old Business:

A. Mental Health Resources: Sue Dierks shared that based on Policy Council recommendation, the awareness of mental health services to families was highlighted in the November Parent Newsletter.

V. New Business:

A. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
TEACHER			
Bella Perry	Bachelor's Degree in December	MB	Cleared
BUS MONITOR			
Jacob Dixon	High School	CD	Pending
Nicholas Palmer	High School	CD	Pending

- ***W. Vaughn moved to approve the hires, D. Deville-Johnson 2nd. Current hires were approved. Motion passed.***

B. Competitive Grant Application

- Lea Maue, Executive Director provided an extensive review of the grant application.
 - The reason for the competitive grant was explained with many of the members being familiar with the circumstances resulting in the need to compete for the grant.
 - Each section of the application was presented and the program’s justification for each section was explained.
 - Program improvements include moving to a 3:00pm dismissal for all classes, using the ASQ to better align with the practices of the local schools and therefore provide consistency in data reporting, and to use the ASQ screening tool at enrollment in order to prioritize identifying children who may benefit from early intervention.
 - Members were given the opportunity to further review the application. All members stated their satisfaction with the grant application.
- ***C. Fleener moved to approve the grant application, G. Lopez 2nd. The grant application was approved. Motion passed.***

Announcements

- The next Policy Council meeting will be held on January 27, 2025 at 6 pm. Meetings are hybrid, with options to attend in person or virtually.
- No School: Holiday/Administrative Closure: December 23, 2024 – January 1, 2025
- Staff Training/No School: January 2-3, 2025
- Children Return to School: January 6, 2025

Training

- Christina Lewis, ERSEA Coordinator presented training on the program’s ERSEA requirements.
- ***On a motion by W. Vaughn, D. Deville-Johnson, 2nd, the meeting was adjourned at 7:23 pm.***

Respectfully Submitted by _____
Policy Council Chairperson