

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
February 17, 2025**

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

Call to Order:

Chairperson Anna Sloan called the meeting to order at 6:02 pm. S. Davis, Carbondale Parent Alternate, will vote in place of Olivia Campbell. This was the fifth 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 January 27, 2025 meeting were reviewed.

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

Monitoring:

I. Monitoring Report

- A. 280 of 290 slots were filled as of 1/31/25. The 280 actual slots plus the 10 slots vacant for less than 30 days total the required enrollment of 290.
- B. Program-wide average daily attendance was 77.7% for December.
- C. Illness significantly impacted all centers. Flu is rampant with both staff and children.
- D. CACFP reimbursements were \$23,174, which is less than last year.
- E. Health requirements were reviewed with no concerns noted.
- F. All health and safety checklists and drills have been completed within the required timeframe.

- G. The program is required to serve 10% of its cumulatively enrolled children with a documented disability. The program is at 9% and is on track to meet the 10% requirement.
- H. Coaching hours decreased significantly due to staff absences requiring coaches to oversee centers or cover classrooms.

II. Budget

- A. The program has spent \$2,156,955.88, or 49% of its budget, as of 1/31/25. The expectation is that the program will end the program year with a \$100,000 surplus due to staff shortages. Surplus funds will be used to fund weather-related make up days that will be tacked on to the end of the year.
- B. 93.98% of the required In-Kind has already been generated from August to January 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 \$36,057.65 were reviewed.
- B. Charges related to supplies, food, and training.
 - ***C. Phoenix moved to approve the January p-card charges, C. Fleener 2nd. P-Card charges approved.***

IV. Old Business:

V. New Business:

- A. L. Maue presented an update on threats to federal funding. No cuts have been made to Head Start programs at this time.
- B. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
COOK			
Roberts, Julie	High School	CD	Pending
Weston, Danielle	Master's Food & Nutrition	CD	Cleared
BUS MONITOR			
Rodgers, Damiontaye	High School	CD	Pending

- ***S. Stout moved to approve the hires, C. Fleener 2nd. Current hires were approved.***

Announcements

- The next Policy Council meeting will be held on March 17, 2025 at 6 pm.
- Self-Assessment Community Meeting at the Carbondale Civic Center, 2/28, 10 am
- ***On a motion by S. Stout, D. Deville-Johnson, 2nd, the meeting was adjourned at 6:45 pm.***

Respectfully Submitted by _____
Policy Council Chairperson