

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

MEMBERS PRESENT	MODE	MEMBERS ABSENT	STAFF PRESENT
Cerena Fleener (Parent Representative, Williamson County)	Virtual	Olivia Campbell	Lea Maue, Executive Director
Tessa Leech (Parent Representative, Williamson County)	In-Person	Dionna Deville-Johnson	Christina Lewis, ERSEA Coord.
Catherine Phoenix (Parent Representative, Jackson County)	Virtual	Deborah Golden	
Dillion Phoenix (Parent Alternate, Jackson County)	Virtual	Guadalupe Lopez	
Samantha Stout (Parent Representative, Jackson County)	In-Person	Imani McHenry	
Anna Sloan (Parent Representative, Williamson County)	In-Person	Deborah Wills	
Shatara Travis (Parent Alternate, Jackson County)	Virtual		
Wilma Vaughn (Parent Alternate, Jackson County)	In-Person		
Deborah Wills (Community Representative, Williamson County)	In-Person		

Call to Order:

Chairperson Anna Sloan called the meeting to order at 6:04 pm. S. Davis, Carbondale Parent Alternate, will vote in place of Olivia Campbell. W. Vaughn, Carbondale Parent Alternate will be voting in place of Dionna Deville-Johnson. This was the sixth 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 February 17, 2025 meeting were reviewed.

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

Monitoring:

I. Monitoring Report

- A. 277 of 290 slots were filled as of 2/28/25. The 277 actual slots plus the 13 slots vacant for less than 30 days total the required enrollment of 290.
- B. Program-wide average daily attendance was 72.1% for February. ADA was low due to the continued illnesses in the program.
- C. The program is serving significantly more homeless (24) and foster children (20) than in previous years.

Policy Council Meeting Minutes

- D. Due to the low attendance CACFP reimbursements dropped significantly from February 2024 to \$25,066, a \$7,107 difference.
- 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 was at 9.8% as of the end of February and since that time has met the requirement. There are also 10 children in the referral process.
- H. Zero children have exceeded the 90-deadline for health requirements but 13 are within two weeks of the requirement. The program is monitoring that these families meet the requirements.
- I. Carbondale's caseload for Community Workers was 64, well above Head Start's recommendation of 40. Additionally, one individual in this position went out on maternity leave after the break, leaving one person to manage the full caseload of 132. The program is hiring an individual to fill a vacant CW position, and she will be starting on 3/24/25. The program would like to hire an extra help position to help cover the maternity leave for the remainder of the school year.
- J. Family referrals are low, and the program is working with CW to increase the number of completions.

II. Budget

- A. The program has spent \$2,515,692, or 57% of its budget, as of 2/28/25. The expectation is that the program will end the program year with a \$100,000 surplus due to staff shortages.
- B. 108.09% of the required In-Kind has already been generated from August to February of this school year. Staff continue to encourage families to complete In-Kind.

III. University Credit Card (p-card)

- A. February p-card charges totaling \$6,634.86 were reviewed.
- B. Charges related to supplies, food, and training.
 - ***S. Stout moved to approve the February p-card charges, T. Leech 2nd. P-Card charges approved.***

IV. Executive Director Report:

- A. The program experienced full enrollment during the monitoring period of the full enrollment initiative and is in compliance.
- B. Due to inclement weather, all centers experienced more inclement weather closure days than usual or expected. L. Maue presented Head Start Program Performance Standard 1302.21(c)(2) pertaining to center based duration requirements and the program's procedure. It was determined that all sessions will meet the minimum duration requirement for the program year.
- C. The program will be receiving a permanent program specialist.
- D. The Forest School pilot is proceeding and going well. Plans are underway for next program year.

- E. The renovation of the Murphysboro location for next year is proceeding on schedule.
- F. A continuing resolution was passed by congress on 3/14/25 with flat funding for Head Start through September 30, 2025.

V. Old Business

- A. L. Maue presented the completed annual report for review.

VI. New Business:

- A. The approval of the Self-Assessment was tabled until the April meeting
- B. L. Maue presented the revised Shared Governance plan.
 - i. This plan is normally reviewed in December of even numbered years, but due to the time requirements of writing the competitive grant, it was not presented to the Board until March.
 - ii. No significant changes are suggested.
 - iii. The plan provides a clear map of the Policy Council's responsibilities.
- ***T. Leech moved to approve the Shared Governance Plan, D. Wills 2nd. Shared Governance Plan was approved.***

- C. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
COMMUNITY WORKER			
Eubanks, Julie	Associate's, Applied Science	CD	Cleared
SUBSTITUTE TEACHERS			
Doerr, Briana	Some College	CD/MB	Cleared
Toney, Imani	Some College	CD/MB	Cleared

- ***D. Wills moved to approve the hires, W. Vaughn 2nd. March hires were approved.***
- D. Selection Criteria
 - i. C. Lewis provided an overview of the selection process.
 - ii. The 2025-26 Selection Criteria was reviewed with explanations for any changes provided.
- ***W. Vaughn moved to approve the Selection Criteria, S. Stout 2nd. The 2025-26 Selection Criteria was approved.***

Announcements

- The next Policy Council meeting will be held on April 21, 2025 at 6 pm.
- ***On a motion by D. Phoenix, C. Fleener, 2nd, the meeting was adjourned at 6:51 pm.***

Respectfully Submitted by _____
Anna Sloan, Policy Council Chairperson