

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
April 21, 2025**

MEMBERS PRESENT	MODE	MEMBERS ABSENT	STAFF PRESENT
Cerena Fleener (Parent Representative, Williamson County)	Virtual	Olivia Campbell	Lea Maue, Executive Director
Deville-Johnson, Dionna (Parent Representative, Jackson County)	In-Person	Deborah Golden	Abigail Moberly, Education Coord.
Lopez, Guadalupe (Parent Representative, Jackson County)	In-Person	Tessa Leech	
McHenry, Imani (Community Representative, Jackson County)	In-Person	Guadalupe Lopez	
Catherine Phoenix (Parent Representative, Jackson County)	Virtual	Imani McHenry	
Anna Sloan (Parent Representative, Williamson County)	Virtual	Samantha Stout	
		Deborah Wills	

I. Call to Order:

Chairperson Anna Sloan called the meeting to order at 6:02 pm. This was the seventh regular meeting of the 2024-25 Policy Council year. No alternates were present.

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.

II. Meeting Minutes:

The minutes of the regular March 17, 2025 meeting were reviewed.

- ***C. Fleener moved to approve the March meeting minutes, C. Phoenix 2nd. Minutes were approved.***

III. Monitoring:

A. Monitoring Report

- i. 278 of 290 slots were filled as of 3/31/25. The 278 actual slots plus the 6 slots vacant for less than 30 days and the 6 slots reserved for homeless or foster children total the required enrollment of 290.
- ii. Program-wide average daily attendance was 84.31% for March. This is a nice increase after a couple of months of lower attendance due to illness.
- iii. The program is serving significantly more homeless (27) and foster children (20) than in previous years.
- iv. CACFP reimbursements are starting to climb with the improved enrollment. They are \$2,142 higher than March 2024.
- v. Health requirements were reviewed with no concerns noted. No children have exceeded the 90 day requirement and none are close (75-89 days).
- vi. All health and safety checklists and drills have been completed within the required timeframe.

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- vii. The program is required to serve 10% of its cumulatively enrolled children with a documented disability. The program was at 11% as of the end of March and has met the requirement. There are also 3 children in the referral process.
- viii. Only 2 Behavior Incident Reports were submitted in March.
- ix. 30.5 hours of Mental Health Consulting was provided.

II. Budget

- A. The program has spent \$2,912,664, or 66% of its operations budget, as of 3/31/25. The expectation is that the program will end the program year with a \$100,000 surplus due to staff shortages.
- B. \$25,893 (63%) of T/TA budget is spent. The remaining funds will be used to pay for conferences and training through the end of the fiscal year.

III. University Credit Card (p-card)

- A. March p-card charges totaling \$5,681.04 were reviewed.
- B. Charges related to supplies, food, and training.
 - ***G. Lopez moved to approve the March p-card charges, D. Deveille-Johnson 2nd. P-Card charges approved.***

IV. Executive Director Report:

- A. The Forest School pilot is proceeding nicely. The program plans to expand the experience to two classrooms in the next program year.
- B. Recognition ceremonies will be held at the beginning of May.
- C. 5 of 12 Regional Offices of OHS have been eliminated.

V. Old Business

- A. The program has reported full enrollment every month since September and should be receiving notification that it has been removed from the full enrollment initiative.

VI. New Business:

- A. L. Maue presented the Health and Safety Supplement for review and approval.
 - i. These funds are necessary to address health and safety needs at the newly leased site in Murphysboro.
 - ii. Funds were requested for items related to security, food preparation, and outdoor gross motor play.
 - ***G. Lopez moved to approve the Health and Safety Supplement, D. Deville-Johnson 2nd. The supplement was approved.***
- B. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
Accounting Officer			
Sayeedy, Nilofar	Some College	Admin	Cleared

- ***C. Phoenix moved to approve the April hires, C. Fleener 2nd. Hires were approved.***

VII. Announcements

- A. The next Policy Council meeting will be held on May 19, 2025 at 6 pm.
- B. Last day of school is May 14, 2025
- C. Hands Around the Courthouse: April 30, 2025 at 5 pm

VIII. Training

Abigail Moberly, Education Coordinator, provided an overview of how child progress is measured and presented child outcome data for the current program year.

IX. Adjournment

- ***On a motion by C. Fleener, G. Lopez, 2nd, the meeting was adjourned at 7:13 pm.***

Respectfully Submitted by _____
Anna Sloan, Policy Council Chairperson