

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
October 18, 2021**

| Members Present | In-Person/ virtually | Members Absent | Staff Present |
|--|---------------------------------|---------------------------|----------------------|
| Danielle Burke (Parent, Jackson County) | In-Person | Katie Day | Lea Maue |
| Britannie Coryell (Parent, Williamson County) | Virtually | Lori Longueville | Abigail Moberly |
| Keith Cummings (Parent Alternate, Jackson County) | In-Person | | |
| Deborah Golden (Community Rep., Jackson County) | In-Person | | |
| Krista Hasty (Parent, Williamson County) | In-Person | | |
| Samantha Smothers (Parent, Jackson County) | In-Person | | |
| Cody Stanley (Parent, Williamson County) | Virtually | | |
| Jasmine Vinyard (Parent, Jackson County) | Virtually | | |
| Jamey White (Parent, Williamson County) | In-Person | | |

J. Vinyard, Chairperson, called the September Policy Council meeting to order on both in-person and via zoom at 6:10 pm.

L. Maue conducted roll call and 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 September 14, 2021 meeting were reviewed.

- ***S. Smothers moved to approve the minutes, J. White 2nd. Motion passed.***

Monitoring:

I. Monitoring Report and Budget

A. Monitoring Report

- i. Enrollment. 227 of 337 slots are filled as of 9/30/21. The under-enrollment is due to a staffing crisis. In Marion, two of the four classrooms have not been able to open since the beginning of the year. Carbondale started the year with five of seven classrooms open, then was forced to close another due to staff resignations in September. Now, it appears that

another classroom at Carbondale will need to be temporarily transitioned to remote due to resignations and extended sick leaves.

- ii. Waitlist. There are 130 children on the waitlist.
- iii. Parent Participation. Online meetings have been successful and while the number of parents participating is still not where the program would like it to be, numbers are increasing.
- iv. Health and Safety. All safety checklists have been performed as scheduled with no follow up necessary to report at this time.
- v. Developmental Screenings. 157 of 227 enrolled children had completed the Brigance Screener as of 09/30/21. The 45-day deadline was 10/08/21.
- vi. 18 children with documented disabilities are enrolled and four referrals are in process.
- vii. Limited coaching is being delivered by Center Directors and Coordinators while the coaching positions are vacant.

B. Budget

- i. L. Maue provided an update on Basic, T/TA, ARP, and the Consolidated Appropriations Act Funding.
- ii. Basic is 13% spent
- iii. T/TA has spent very little to date (<1%) due to COVID restrictions
- iv. Both ARP and Consolidated Appropriations accounts have a hefty balance. The program has until March 31, 2023 to spend these funds.
- v. Approximately 11% of the non-federal share has been generated.

C. University Credit Card

- i. The p-card statement for September was reviewed.
- ii. Most charges were related to office and classroom supplies.

– ***J. White moved to approve the minutes, B. Coryell 2nd. Motion passed.***

Old Business:

I. Health Supplement

A. L. Maue provided an update on the one-time health and safety funding of \$211,174 received last month.

B. The University is in the process of setting up the easement and work on the road and parking lot will start in the spring when asphalt can be poured.

II. ARP Funds

A. L. Maue asked for input on spending the ARP funds

B. The program will proceed with window replacement at Carbondale and Marion

I. Focus Area One Review

C. L. Maue shared that the FA1 federal monitoring review was in process and will proceed until the end of the week.

D. Results will be shared as soon as they are received, which is undetermined at this point.

New Business:

- I. Officer Elections
 - A. Chair: J. Vinyard self-nominated to remain for 2021-22. No other nominations.
 - B. Vice-Chair: J. White self-nominated to serve for 2021-22. No other nominations.
 - C. Secretary: D. Burke self-nominated to serve for 2021-22. No other nominations.
- ***This slate was presented to the group. J. Vinyard moved to approve the officers, D. Burke 2nd. All were in favor and motion passed.***

- II. Committees
 - A. L. Maue described the functions of the four standing committees:
 - i. Executive
 - ii. Personnel
 - iii. By-Laws
 - iv. Finance
 - B. All Policy Council members will receive an email in the next few days asking which committee they would like to be a part of. Members may serve in more than one committee.

- III. Annual Report
 - A. The review of the Annual Report was tabled.
 - B. The report will be sent out via email at least one week prior to the November meeting in order to give all members an opportunity to review.

- IV. Self-Assessment
 - A. L. Maue presented the timeline and plan for the 2021-22 self-assessment process
 - B. All Policy Council members will be contacted about participating the data collection and/or community-wide strategic planning meeting.
 - C. The community wide meeting will be on February 4, 2022.
- ***S. Smothers moved to approve the self-assessment process, K. Cummings 2nd. Motion passed.***

- V. Hires and Dismissals
 - Because S. Smothers is on the approval list to be hired, L. Maue requested that she leave the meeting at this time and advised her that she would no longer be able to serve if approved. The following were presented to the council for hire pending University approval:

| NAME | POSITION | CENTER |
|-------------------|----------------------|--------|
| Michelle Griffin | Child Care Assistant | CD |
| Jasmine Rutledge | Bus Monitor | CD |
| Samantha Smothers | Community Worker | CD |
| Kelly O'Donnell | Bus Monitor | CD |

- ***D. Burke moved to approve the hires, J. White 2nd. Motion passed.***

Training:

A. Moberly explained how the program collects and analyzes child progress. She then presented the outcomes for the previous program year.

Announcements

I. The next Policy Council meeting will be held on November 15, 2021.

– ***On a motion by J. White, D. Golden 2nd the meeting was adjourned at 7:25 pm.***

Respectfully Submitted by _____.
Jasmine Vinyard, Policy Council Chair