

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
October 21, 2024**

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

Call to Order:

L. Maue, Executive Director, called the meeting to order at 6:07 pm. W. Vaughn, Jackson County Parent Alternate, will not be voting. This was the first regular meeting of the 2024-25 Policy Council year.

A 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 16, 2024 meeting were reviewed.

- ***C. Fleener moved to approve the September meeting minutes, A. Sloan 2nd. Minutes were approved.***

Monitoring:

- I. Monitoring Report
 - A. 284 of 290 slots were filled as of 09/30/24. This reflects the enrollment reduction that was approved for program year 24-25. The monitoring report is a snapshot of the program on 9/30/23.
 - B. Program-wide average daily attendance was 97.93%.

- C. All classrooms are open, but staffing is still thin. Three Asst. Teacher positions remain vacant.
 - D. Bussing is an issue for enrollment at Carbondale and Murphysboro. Bussing has not proven to be an issue at Marion or Logan. 18.7% of absences were due to lack of transportation, which represents a decrease from last month. 37.8% of absences are attributed to illness.
 - E. CACFP reimbursements were \$33,882.54. This funding will increase as enrollment goes up and attendance improves.
 - F. Health requirements were reviewed. Staff are working with the families of the 54 children still need an initial dental exam.
 - G. All health and safety checklists and drills have been completed within the required timeframe.
 - H. Parent participation is off to a strong start.
 - I. The program is required to serve 10%, or 29 children during the program year. There are 20 children with documented IEPs and 8 additional children with IEP referrals in process.
 - J. Behavior Incident Reports (BIR) indicate that naptime is a struggle for children and challenging behavior increases during this time. Staff are receiving support from several sources.
- I. Budget
 - A. 14% of the budget has been spent. The program is on track fiscally.
 - B. 20.42% of the required In-Kind has been generated in a little over a month of school. Staff are diligently encouraging families to complete In-Kind.
 - II. University Credit Card (p-card)
 - A. September p-card charges totaling \$16,441.50 were reviewed.
 - B. Charges were for the purposes of food for centers, lawn care, subscriptions, and supplies.
 - ***C. Phoenix moved to approve the September p-card charges, D. Johnson 2nd. P-Card charges approved.***

Old Business:

- I. Under-Enrollment
 - A. L. Maue shared that the program is fully enrolled.
 - B. The program must remain fully enrolled for six months to be free of an under-enrollment plan.
- II. Health and Safety Supplement
 - A. The program specialist confirmed approval of the supplement.
 - B. The program has not received official confirmation of the funding.

New Business:

- I. Officer Elections
 - A. L. Maue reviewed the responsibilities for the three officer positions listed in the by-laws: Chairperson, Vice Chairperson, and Secretary.

- B. All offices were self-nominated: A. Sloan for Chairperson, D. Johnson for Vice Chairperson, C. Phoenix for Secretary.
- C. No other individuals were interested in a leadership role, so a vote was not necessary.
 - ***W. Vaughn moved to elect the slate of candidates, T. Leech 2nd. Motion passed.***

II. Approval of Community Representatives

- A. The two candidates present introduced themselves. Both have previously served on the Policy Council.
- B. I. McHenry is a past Head Start parent self-employed and active in the community.
- C. D. Wills is a former Head Start employee with a career in the early childhood field.
 - ***C. Fleener moved to approve the community representatives, C. Phoenix 2nd. Motion passed.***

III. Policy Council Committees

- A. L. Maue reviewed the responsibilities of the committees – executive, personnel, finance, and by-laws.
- B. A sign up sheet was circulated and members selected their preferred committee.
- C. D. Wills, C. Fleener, G. Lopez, I. McHenry, and A. Sloan will serve on the Executive Committee.
- D. D. Johnson, T. Leech, and C. Phoenix will serve on the Finance Committee.
- E. I. McHenry, C. Phoenix, and A. Sloan will serve on the By-Laws Committee.

IV. Competitive Grant

- A. The program is in the final year of the current five-year grant cycle.
- B. The program must recompile for the next five-year grant cycle due to deficiencies which have since been corrected.
- C. The grant application is expected to be published this week. The completed grant application is due December 20, 2024.

V. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
SUB TEACHER			
Darlene Kinsley	ECE Courses	MN	Pending
Heather Kochsen	Bachelors Sub teacher certificate	MB	Pending
Maddie Stevenson	ECE Courses	MB/CD	Pending
Bella Perry	ECE Courses	MB	Pending
BUS MONITOR			
Brittany Quarles	High School	CD	Pending

Faith Fowler	High School	CD	Pending
Maxine Hill	High School	CD	Pending
Yolanda Joiner	High School	CD	Pending
Soman Sayeedy	High School	CD	Pending

- ***A. Sloan moved to approve the hires, W. Vaughn 2nd. October hires were approved. Motion passed.***

Announcements

- The next Policy Council meeting will be held on November 18, 2024 at 6 pm. Meetings are hybrid, with options to attend in person or virtually.
- Parent Teacher Conferences: November 25, 2024.
- Staff Training/No School: November 26 & 27, 2024

Training

- Abigail Moberly, child Development Coordinator, provided training on the 2023-2024 child outcomes data.

- ***On a motion by A. Sloan, T. Leech, 2nd, the meeting was adjourned at 7:13 pm.***

Respectfully Submitted by _____
Policy Council Chairperson