

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
November 15, 2021**

Members Present	In-Person/ virtually	Members Absent	Staff Present
Danielle Burke (Parent, Jackson County)	In-Person	Katie Day	Laura Duckworth
Sonya Clark (Alternate Parent Rep, Williamson County)	In-Person	Deborah Golden	Lea Maue
Brittanie Coryell (Parent, Williamson County)	Virtually	Jasmine Vinyard	
Keith Cummings (Parent Alternate, Jackson County)	Virtually		
Krista Hasty (Parent, Williamson County)	In-Person		
Lori Longueville (Community Rep., Jackson County)	In-Person		
Cody Stanley (Parent, Williamson County)	Virtually		
Jamey White (Parent, Williamson County)	In-Person		

In absence of the chairperson, J. Vinyard, L. Maue, called the November Policy Council meeting to order on both in-person and via zoom at 6:08 pm.

D. Burke, Secretary, 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 October 18, 2021 meeting were reviewed.

- **J. White moved to approve the minutes, C. Stanley 2nd. Motion passed.**

Monitoring:

- I. Monitoring Report and Budget
 - A. Monitoring Report
 - i. Enrollment. 222 of 337 slots are filled as of 9/30/21. The under-enrollment is due to staffing issues.
 - ii. More family engagement is needed in classrooms.
 - iii. 15 children with documented disabilities are enrolled and four referrals are in process. This is 8.5% of the 10% required by Head Start.
 - B. Budget
 - i. L. Maue provided an update on Basic, T/TA, ARP, and the Consolidated Appropriations Act Funding.

- ii. Basic is 21% 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. A significant portion of the ARP funds will be used to install windows at the Carbondale and Marion facilities.
 - v. Approximately 20% of the non-federal share has been generated.
- C. University Credit Card
- i. The p-card statement for October was reviewed.
 - ii. Most charges were related to office and classroom supplies.
- **L. Longueville moved to approve the minutes, S. Clark 2nd. Motion passed.**

Old Business:

- I. Policy Council Committees
 - A. L. Maue asked individuals to sign up for committees.
 - B. The group will discuss and pass around the sign up sheet at the next meeting.
- II. Classroom Closures
 - A. L. Maue reported that the blue room at the Carbondale center has transitioned to remote learning from November 1 through November 29 due to staff resignations and medical leaves.
 - B. Additional staff are considering resigning due to burn out.

New Business:

- I. Program Option Change
 - A. The group discussed a possible program option change after the holiday break that will allow additional training and planning time for child development staff
 - B. Two options were discussed
 - iii. Shortening child attendance to 3 pm
 - iv. Child attendance from Monday through Thursday with Friday as an established training and planning day
 - C. L. Maue will send a survey to parents and staff to see what is feasible.
- II. Annual Report
 - A. L. Maue presented the annual report and provided highlights of the document
 - B. This report has been sent to all stakeholders and is posted on the program's website
- III. Staff Incident
 - A. DCFS is investigating a report of child abuse by a Murphysboro staff member against a child in this person's care.
 - B. This is ongoing and should be concluded soon.
 - C. Results will be shared with the Policy Council as soon as they are received.

IV. Hires and Dismissals

The following were presented to the council for hire pending University approval:

NAME	POSITION	CENTER
Brown, Dimikereon	Bus Monitor	CD
Robinson, Sharon	Bus Monitor	CD
Rowe, Katrina	Bus Monitor	JL

- **L. Longueville moved to approve the hires, J. White 2nd. Motion passed.**

Training:

- I. L. Duckworth presented health requirement training including information pertaining to:
 - A. Physical Exams
 - B. TB Tests
 - C. Immunizations
 - D. Blood Lead
 - E. Hemoglobin
 - F. 90-Day Dental

Announcements

- I. The next Policy Council meeting will be held on December 20, 2021.
 - **On a motion by B. Coryell, J. White 2nd the meeting was adjourned at 7:18 pm.**

Respectfully Submitted by 
Danielle Burke, Secretary