

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
November 16, 2020**

Members Present	Members Absent	Staff Present	Guests Present
Dorian Allen (A)	Cheryl Walton	Lea Maue	
Heather Baum	Lori Longueville		
Danielle Burke (A)			
Katie Day			
Jessica Hernandez			
Danielle Jack James			
Brandi Pyatt			
Brenda Rombaut			
Samantha Smothers (A)			
Jasmine Vinyard			

J. Vinyard, Chairperson, called the November Policy Council meeting to order on November 16, 2020 at 6:09 pm via zoom. In the absence of an elected secretary, Dr. Maue conducted roll call and found there was a quorum.

Meeting Minutes:

The minutes of the regular October 19, 2020 meeting were reviewed.

- **K. Day moved to approve the minutes, J. Vinyard 2nd – Motion passed.**

Monitoring

I. FY 20-21 Budget

Dr. Maue reviewed the status and expenditures of the current budget.

- A. The Basic grant is 9.18% spent.
- B. The COLA cannot be awarded until the collective bargaining agreement has been approved, and it appears that this will not happen before the end of the fiscal year. At next month's meeting a revision will be presented to use the funds for higher operating costs.
- C. Training and Technical Assistance (T/TA) is 12.83% spent. A majority of this fund tends to be used in the spring.
- D. Start up has few charges, but the work is in progress, and it will be spent out by spring.

II. P-Card Charges

University credit card charges for both basic and COVID funds were reviewed.

- **H. Baum moved to approve the budget, J. Hernandez 2nd – Motion passed.**

III. Monthly Monitoring Report

- A. 215 of 337 funded slots enrolled. This is due to staffing shortages and reduced ratios in center-based classrooms.
- B. Attendance is better than expected with all centers and remote learning reporting over 80% average daily attendance.
- C. CACFP reimbursements are down dramatically due to unenrolled slots.
- D. Participation in parent meetings and education was low.
- E. Almost all parent orientations have been completed and Community Workers continue to make referrals.
- F. All safety drills and checklists have been completed, and there are no outstanding issues to resolve.
- G. As of October, 18 children with a documented disability are enrolled. It will be difficult to meet the 10% requirement for the program year with reduced ratios and most school districts now fully remote.
- H. Most children have received a developmental screening. Remote children are being screened with the ASQ, and the program is working to review all results and follow up as needed.

Old Business:

- I. COVID Update
 - A. Dr. Maue discussed the program's plans to keep its center-based classes in person and resources for family.
 - B. Although numbers in the area are increasing, no guidance has been given by the health department or DCFS to transition to fully remote at this time.
 - C. Policy Council members agreed that this was appropriate.
- II. By-Law Review
 - A. Dr. Maue presented some minor changes to the language of the by-laws with no major changes.
 - **H. Baum moved to approve the 2020-2022 By-Laws, J. Hernandez 2nd – Motion passed.**
- III. Election of Officers
 - H. Baum self-nominated as Vice-Chair, B. Pyatt self-nominated as Secretary, and D. Burke self-nominated as Vice-Secretary.
 - **K. Day moved to approve officer nominations, B. Rombaut 2nd – Motion passed.**
- IV. Committee Sign Up- Members were asked to participate in committees over the course of the program year.

Executive Committee

- Jasmine Vinyard
- Heather Baum
- Brandi Pyatt
- Danielle Burke

Personnel

- Jasmine Vinyard
- Katie Day
- Heather Baum
- Jessica Hernandez
- Danielle Burk
- Danielle Jack-James

By-Laws

- S. Smothers
- B. Pyatt

Finance

- Danielle Jack James
- Danielle Burke
- Dorian Allen

New Business:

- I. Shared Governance Plan
Dr. Maue presented the current Shared Governance Plan. Please review before next meeting, where changes will be reviewed and approved.
- II. Hires and Dismissals
The following were presented to the council for hire pending University approval:

Applicant Name	Position	Center
Shana Fields	Mental Health Specialist	ADMIN
Katherine Maue	Bus Monitor	CD
George Phillips	Office Systems Assistant	ADMIN
Alexia Taborn	Bus Monitor	MB
Brittany Williford	Bus Monitor	CD

- **H. Baum moved to approve the hires, K. Day 2nd – Motion passed**

Training

Laura Duckworth, Health and Nutrition Coordinator, provided training on the Head Start health requirements.

Announcements

The next meeting date is December 21, 2020 at 6 pm.

- **On a motion by B. Pyatt, H. Baum 2nd the meeting was adjourned at 7:32 pm.**

Respectfully Submitted by _____.
Jasmine Vinyard, Policy Council Chair