

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
November 18, 2024**

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

Call to Order:

Chairperson Anna Sloan called the meeting to order at 6:07 pm. W. Vaughn, Jackson County Parent Alternate, will not be voting. This was the second 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 October 21, 2024 meeting were reviewed.

- ***W. Vaughn moved to approve the October meeting minutes, G. Lopez 2nd. Minutes were approved.***

Monitoring:

- I. Monitoring Report

- A. 278 of 290 slots were filled as of 10/31/24. The 278 actual slots plus the 12 reserved slots total the required enrollment of 290 which brings the program to 100% enrollment as of October 31, 2024.
- B. Program-wide average daily attendance was 84.61% for October.
- C. All classrooms remain open, but staffing is still thin. Three Asst. Teacher positions remain vacant.
- D. The bussing need for Carbondale and Murphysboro is being addressed and the hope is that the needed buses will be in operation in December.
- E. CACFP reimbursements were \$37,968.25.
- F. Health requirements were reviewed.
- G. All health and safety checklists and drills have been completed within the required timeframe.
- H. Parent participation continues to be strong.
- I. The program is required to serve 10%, or 29 children during the program year. There are 20 children with documented IEPs and 10 additional children with IEP referrals in process.
- J. Behavior Incident Reports (BIR) indicate that transitions and naptime are areas where children struggle and challenging behavior increases during this time. The November 26, 2024 training day will include strategies for supporting children during transitions and nap time.
- K. Mental Health support was discussed. The need to increase the awareness of mental health services to families was identified. Suggestions of sources to increase awareness of services included the Parent Newsletter, Parent Meetings and the upcoming Parent/Teacher Conferences.

II. Budget

- A. The program is on track fiscally.
- B. 41.11% of the required In-Kind has already been generated from August to October of this school year. Staff continue to encourage families to complete In-Kind.

III. University Credit Card (p-card)

- A. October p-card charges totaling \$6,035.48 were reviewed.
- B. Charges were for the purposes of food for centers, lawn care, subscriptions, and supplies.
 - ***S. Stout moved to approve the October p-card charges, C. Phoenix 2nd. P-Card charges approved.***

Old Business:

IV. Under-Enrollment

- A. Sue Dierks shared that while the program is fully enrolled, maintaining full enrollment continues to be an area of focus.
- B. The program must remain fully enrolled for six months to be free of an under-enrollment plan. The determination date is January 31, 2025

V. Health and Safety Supplement

- A. The program is awaiting approval from the SIU fiscal department to spend the funds which have been awarded from the Office of Head Start.
- B. Plans are underway for the effective use of the supplemental funds.

VI. Competitive Grant Application

- A. The grant is in the process of being written. The submission deadline is January 6, 2025.
- B. Policy Council approval of the application will take place at the December 16, 2024 meeting.

New Business:

VII. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
SUB TEACHER			
Diana Kelly	ECE Courses	MB + CD	Pending
Courtney Bennett-Kimmel	ECE Courses	MB + CD	Pending
BUS MONITOR			
Denida Hudson	High School	CD	Pending
Teresa Ross	High School	CD	Pending

- ***S. Stout moved to approve the hires, W. Vaughn 2nd. Current hires were approved. Motion passed.***

Announcements

- The next Policy Council meeting will be held on December 16, 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
- No School: Administrative Closure: December 23, 2024 – January 1, 2025
- Staff Training/No School: January 2-3, 2025
- Children Return to School: January 6, 2025

Training

- Laura Duckworth, Health/Nutrition Coordinator presented training on the program’s health requirements and supports to families.
- ***On a motion by T. Leech, D. Golden, 2nd, the meeting was adjourned at 7:17 pm.***

Respectfully Submitted by _____
 Policy Council Chairperson