

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
November 21, 2022**

Members Present	In-Person/ virtually	Members Absent	Staff Present
Sonya Clark (Community Representative, Jackson County)	In-Person	Natasha Clarry	Lea Maue, Executive Director
Kayla Gonzalez (Parent Alternate, Jackson County)	Virtually	Rachel Dalessio	Christina Lewis, ERSEA
Shariece Hastings (Parent Representative, Jackson County)	Virtually		
Lolita L. Mack (Parent Representative, Williamson County)	In-Person		
Cathy Phoenix (Parent Representative, Jackson County)	Virtually		
Alexis Rodriguez (Parent Representative, Williamson County)	In-Person		
Jamey White (Parent Representative, Williamson County)	In-Person		
Trekila Whitfield (Parent Representative, Jackson County)	Virtually		

Call to Order:

J. White, Policy Council Chair, called the meeting to order at 6:07 pm. All members will be voting. K. Gonzalez will be voting as the alternate for Rachel Dalessio.

Secretary, Cathy Phoenix, conducted 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 17, 2022 meeting were reviewed.

- **L. Mack moved to approve the minutes with these changes, S. Hastings 2nd. Minutes were approved.**

Monitoring:

- I. Monitoring Report
 - A. 254 of 337 enrollment slots were filled as of 10/31/22.
 - B. There are 121 children (97 income eligible) on the wait list but cannot be placed due to staff shortages. Four classrooms remain unopen due to the program's struggle to hire Supervising Teachers.
 - C. CACFP reimbursements are beginning to increase with enrollment.

- D. Dr. Cripps at Egyptian Dental saw a number of children last week, helping us meet the 90 day deadline.
 - E. All drills and checklists were conducted.
 - F. The number of injuries at centers has decreased significantly since last month.
 - G. 25 enrolled children have a current Individualized Education Plan, or IEP. There are 9 referrals in process. The program is on track to meet the 10% requirement, despite not being fully enrolled.
 - H. The number of hours of mental health services was higher than normal due to increased requests from teachers requesting assistance.
- II. Budget
- A. The program spent \$986,385 year to date of its operations budget, or 25.7%. The biggest part of costs is salaries and fringe benefits.
 - B. T/TA will be spent out early this year.
 - C. CARES and ARP will be spent out by the end of the budget period – 3/31/23
 - D. Health and Safety supplemental funds are overspent.
 - E. 23% of the program’s in-kind requirement has been met.
- III. University Credit Card (p-card)
- A. L. Maue presented the October p-card charges totaling 34,250.
 - B. This is higher than normal because many charges that would normally have been approved in September were delayed in being approved and posting.
 - C. Charges related to training costs, food, office supplies, service renewal, and food for parent meeting.
 - **S. Clark moved to approve the September p-card charges, K. Gonzalez 2nd. P-Card charges approved.**

Old Business:

- I. Area of Non-Compliance and Corrective Action
 - A. The compliance date was September 15, 2022.
 - B. The review meeting was held on September 22, 2022
 - C. Results are not expected for at least 45 days but will more than likely take longer.
- II. Deficiency
 - A. The program had thirty (30) days to comply, with a compliance date of October 3, 2022.
 - B. A corrective action plan was developed and implemented within the compliance window.
 - C. The review meeting was held on November 4, 2022. The results will also take at least 45 days, but probably longer. L. Maue will keep the group informed of any findings or correspondence about both fundings.

New Business:

- I. Policy Council Committees
 - A. L. Maue explained each of the Policy Council Committees: Personnel, Finance, By-Laws, and Executive.
 - B. A sign-up sheet was circulated for in person members to sign up.
 - C. Members attending virtually were asked to put their preferred committee into the chat.

- II. Carryover Request
 - A. L. Maue presented a request to carryover 127,300 from Head Start fiscal year 21 to fiscal year 22.
 - B. This is in relation to the previously approved budget amendment submitted in spring 2022 to use \$127,300 to purchase and demolish a home adjacent to the Carbondale facility at 1904 N. Illinois Ave.

– **K. Gonzalez moved to approve the carryover request, S. Clark 2nd. Motion passed.**

- III. 1303 Application Budget Revision
 - A. L. Maue presented a budget revision that would include moving \$90,700 from personnel to construction/facilities.
 - B. This is part of the 1303 application to purchase and demolish the existing home at 1904 N. Illinois Avenue and install a nature scape playground, outdoor classroom, and walking track.
 - C. The funds in personnel are available due to unfilled child development positions.

– **S. Hastings moved to approve the 1303 Budget Revision, A. Rodriguez 2nd. Motion passed.**

- IV. Self-Assessment
 - A. L. Maue presented the process for the upcoming 2022-23 Self-Assessment.
 - B. Data will begin to be collected in January.
 - C. The community-wide strategic planning meeting will be on February 3, 2023, 10 am-3 pm.
 - D. Policy Council members are encouraged to attend.
 - E. L. Maue discussed the need to include more parents and asked for PC input.

– **T. Whitfield moved to approve the Self-Assessment Process, A. Rodriguez 2nd. Motion passed.**

- V. Shared Governance
 - A. L. Maue presented the revised Shared Governance Plan.
 - B. This plan outlines the responsibilities of both the Governing Board and Policy Council and is a useful tool to understand how both groups share responsibilities.
 - C. The plan is updated every two years, in even-number years.
 - D. The proposed changes are not substantial.

– **C. Phoenix moved to approve the revised Shared Governance Plan, L. Mack 2nd. Motion passed.**

VI. Hires and Dismissals

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

NAME	POSITION	CENTER
Alexis Colbert	Bus Monitor	CD
Bella Perry	Childcare Assistant	MB
Kayla Torphy-Gonzalez	Bus Monitor	CD
Carrie Wristen	Bus Monitor	MN
Eric Green	Bus Monitor	CD

As a current Policy Council member, Kayla Gonzalez could not vote on the hires. If approved, she will no longer be able to serve on the Policy Council per the policies and procedures.

- **T. Whitfield moved to approve the hires, L. Mack 2nd. Motion passed.**

Training

- I. Lewis, ERSEA Coordinator presented the program's required ERSEA training, explaining how the program determines eligibility and the enrollment process.
- II. L. Maue distributed training acknowledgement forms to the in-person attendees. Virtual attendees will have the form sent in the mail to return as soon as possible.
- III. Absent Policy Council members will need to complete the training.

Announcements

- The next meeting will be on December 19, 2022 at 6 pm.
- **On a motion by S. Clark, C. Phoenix 2nd the meeting was adjourned at 7:07 pm.**

Respectfully Submitted by _____
C. Phoenix, Policy Council Secretary