

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
December 20, 2021**

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

Policy Council chairperson, J. Vinyard, called the December Policy Council meeting to order on both in-person and via zoom at 6:12 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 November 15, 2021 meeting were reviewed.

- ***C. Stanley moved to approve the minutes, S. Clark 2nd. Motion passed.***

Monitoring:

- I. Monitoring Report and Budget
 - A. Monitoring Report
 - i. Enrollment. 226 of 337 slots are filled as of 11/30/21. The under-enrollment is due to staffing issues.
 - ii. Average daily attendance has been good.
 - iii. More family engagement is needed in classrooms.

- iv. The program is struggling with updated dental exams.
- v. All drills and safety checklists are up to date.
- vi. Active supervision has been completed and all centers are in compliance.
- vii. Expecting 19 children with disabilities to be enrolled by January.

B. Budget

- i. L. Maue provided an update on Basic, T/TA, ARP, and the Consolidated Appropriations Act Funding.
- ii. Basic account has not been half spent due to staffing issues.
- iii. A significant portion of the ARP funds will be used to install windows at the Carbondale and Marion facilities.
- iv. Head Start Safety Funds will be used for a new driveway at the Carbondale center that is soon to be underway.
- v. Approximately 33% of the non-federal share has been generated.

C. University Credit Card

- i. The p-card statement for November was reviewed.
- ii. Most charges were related to office and classroom supplies.

– ***B. Coryell moved to approve the p-card report, J. White 2nd. Motion passed.***

Old Business:

- I. Policy Council Committees
 - A. Personnel Committee: Jasmine Vinyard
 - B. Finance Committee: Lori Longueville
 - C. By-Laws Committee: Lori Longueville
- II. Classroom Closures
 - A. L. Maue reported that staffing issues are still ongoing as 2 more staff have resigned at Carbondale and other staff are out on leave.
 - B. Marion has been unable to open 2 classrooms.
 - C. Carbondale has 4 classes closed with 1 opening for half day classes.

New Business:

- I. Program Option Change
 - A. FA1 results were good. There were no findings and no suggestions.
 - B. The program proposed program option changes starting in January with the children in attendance Monday thru Thursday and Friday being used as a training day for staff. There will be an option of on-site childcare on Fridays for parents qualified for the Child Care Assistance Program through CCRR.
Motion by B. Coryell, S. Clark 2nd. Motion passed.

II. Hires and Dismissals

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

NAME	POSITION	CENTER
Alison Horton	Child Care Assistant	MN
Jennifer Bleyer	Staff Recruiter	All
Paige Woolard	Child Care Assistant	MN
Thomass Rhodes-Jennings	Child Care Assistant	CD
Brittany Quarles	Bus Monitor	CD
Kevin McCoy	Bus Monitor	CD
Chanette Jackson	Bus Monitor	CD
Samaria Gosa	Sub Teacher	CD

– ***B. Coryell moved to approve the hires, J. White 2nd. Motion passed.***

Training:

- I. Enrollment training was conducted with the council by Christina Lewis the ERSEA Coordinator.

Announcements

- I. The next Policy Council meeting will be held on January 24, 2022.

– ***On a motion by J. Vinyard, B. Coryell 2nd the meeting was adjourned at 7:44 pm.***

Respectfully Submitted by _____.
Danielle Burke, Secretary