

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
December 19, 2023**

Members Present	In-Person/ virtually	Members Absent	Staff Present
Sonya Clark (Community Representative, Jackson County)	In-Person	Natasha Clarry	Lea Maue, Executive Director
Shariece Hastings (Parent Representative, Jackson County)	Virtually	Rachel Dalesso	Laura Duckworth, HNC Coordinator
Lolita L. Mack (Parent Representative, Williamson County)	In-Person	Cathy Phoenix	
Alexis Rodriguez (Parent Representative, Williamson County)	In-Person		
Nick Rodriguez (Alternate Parent, 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 except for N. Rodriguez will be voting.

In the absence of the Secretary, L. Maue 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 November 21, 2022 meeting were reviewed.

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

Monitoring:

- I. Monitoring Report
 - A. 259 of 337 enrollment slots were filled as of 11/30/22.
 - B. There are 118 children (94 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 Teachers.
 - C. Average daily attendance was lower than desired but expected given school closures for break and illness.

- D. The primary reason for absence was illness. Strep and RSV cases are high at all centers. COVID infections mainly have been reported in staff only.
- E. The program continues to struggle with high cases of needed dental treatment and low availability of providers accepting Medicaid.
- F. Literacy month brought in a large number of volunteer readers, but the parent literacy night participation was low.
- G. All drills and checklists were conducted.
- H. Checklists related to the recent area of non-compliance and deficiency show that the program is monitoring its correction action plan.
- I. 27 enrolled children have a current Individualized Education Plan, or IEP. There are 12 referrals in process. The program is on track to meet the 10% requirement, despite not being fully enrolled.

II. Budget

- A. The program spent \$1,272,489 year to date of its operations budget, or 32.7%. The biggest part of costs is salaries and fringe benefits. This is below what would normally be expected at the mid-year point and is due to positions vacant all year.
- B. T/TA is spent out.
- C. CARES and ARP will be spent out by the end of the budget period – 3/31/23
- D. 34% of the program's in-kind requirement has been met.

III. University Credit Card (p-card)

- A. L. Maue presented the November p-card charges totaling 60,706.71.
- B. All charges are for normal expenditures to run the program and are reviewed and approved by Executive Director. The reason the amounts were high for November was due to a backlog of p-card transactions to be approved and the charges are not billed until the approvals are complete.
 - **S. Clark moved to approve the September p-card charges, K. Gonzalez 2nd. P-Card charges approved.**

Old Business:

- I. Area of Non-Compliance Corrective Action
 - A. Compliance date was September 15, 2022
 - B. The Executive Director has not heard anything from the Office Head Start.
- II. Deficiency Corrective Action
 - A. The compliance date was October 23, 2022.
 - B. The Executive Director has also not heard from the Office of Head Start about the results. As soon as a determination has been received, the Governing Board will be immediately notified.

New Business:

- I. Annual Report
 - A. L. Maue distributed and reviewed the Annual Report.
 - B. This report, per the Head Start Act, is required to be issued providing an overview of the program’s performance each year.
- II. Self-Assessment
 - A. The teams will start collecting data in January.
 - B. The Community Wide meeting will be on February 3, 2023 at the Carbondale Civic Center from 10 am-3 pm
 - C. All Policy Council members are encouraged to attend.
- III. Hires and Dismissals
The following were presented to the council for hire pending University approval:

NAME	POSITION	CENTER
McCann, Cheryl	Sub Teacher	MB

- **T. Whitfield moved to approve the hires, S. Hastings 2nd. Motion passed.**

Training

- I. Laura Duckworth presented the program’s health requirements training, explaining how and why the program requires updated physicals, dental exams, immunizations, and testing.

Announcements

- The next meeting will be on January 23, 2023 at 6 pm.
- **On a motion by A. Rodriguez, L. Mack 2nd the meeting was adjourned at 6:52 pm.**

Respectfully Submitted by _____
J. White, Policy Council Chair