

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
February 15 2021**

Members Present	Members Absent	Staff Present	Guests Present
Katie Day	Heather Baum	Lea Maue	
Danielle Jack James	Karen Carbajal		
Lori Longueville	Jessica Hernandez		
Jasmine Vinyard	Taylor Morris		
Cheryl Walton	Brenda Rombaut		
Jamey White (A)			

J. Vinyard, Chairperson, called the January Policy Council meeting to order on February 15, 2021 at 6:04 pm via zoom. In the absence of the secretary, Dr. Maue conducted roll call and found there was a quorum.

Meeting Minutes:

The minutes of the regular January 20, 2021 meeting were reviewed.

- ***J. White moved to approve the minutes, L. Longueville 2nd – Motion passed.***

Monitoring

- I. Monthly Monitoring Report
 - A. 224 of 337 funded slots enrolled at end of January. Families continue to drop from the remote option, but in-person sessions are full. Children are being slowly added to increase ratios. The intention is to not exceed 15 per classroom before the end of the year.
 - B. There are 81 families on waiting list, 51 of which are income eligible. All of these families are interested in center-based option.
 - C. 44.7% of absences are listed as due to unknown reason. This is because tracking remote attendance and follow up is proving challenging with some time delay.
 - D. 3 in-person and 5 remote children have exceeded the 90-day deadline for dental exams. Family service staff are working with the families to connect them to services.
 - E. All emergency drills and health and safety checklists were conducted per program protocol.
 - F. 20 children with a documented disability are enrolled. There are six children in second level assessments and 3 IEP referrals in the system.
- II. FY 20-21 Budget

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

 - A. The Basic grant is 50.83% spent. Once the COLA/QI funds are added to the budget by the University, there should be significant unspent amount. Depending on what the second COVID funding level is, there may be some room to provide another summer bridge program. There was some discussion about

the possibility of a summer bridge, and the consensus was that this would be beneficial for families.

- B. Training and Technical Assistance (T/TA) is 59.95% spent.
- C. Dr. Maue reviewed the start up budget and how it will be spent out.
- D. The food subsidy account is significantly overspent (-59,552.71) due to reduced ratios impacting reimbursements. The negative balance will be transferred from the basic account at the end of the year.

III. P-Card Charges

University credit card charges for both basic and COVID funds were reviewed for January 2021.

- ***L. Longueville moved to approve p-card charges, J. White 2nd – Motion passed.***

Old Business:

I. COVID Update

- A. The 2020 Learning Plan will be reviewed at the end of February. No significant changes are expected. Social distancing, PPE, and disinfecting protocols will stay in place. This is expected through the end of the year.
- B. In January, one classroom at the Carbondale center transitioned to remote learning for two weeks due to two positive child cases. No other cases have been reported.
- C. All Head Start staff are eligible to receive the vaccine, about 50% have indicated that they are interested. Most of the first doses have been administered.

New Business:

I. 2021-2022 Grant Budget

- A. Dr. Maue presented the 2021-22 grant budget for review.
- B. No significant changes to budget lines. Additional funds have been budgeted to pay for a custodian if this can be worked out with the University.

II. 2021-2022 Program Options

- A. The proposed program options for the upcoming baseline application were presented and discussed.
- B. There were no suggested changes.

III. Hires and Dismissals

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

NAME	POSITION	CENTER
Brenda Rombaut	Bus Monitor	MN
Rachel Smothers	Bus Monitor	MN

- ***D. Jack-James moved to approve the hires, C. Walton 2nd – Motion passed***

Training

Enrollment Training was provided by Christina Lewis.

Announcements

- I. The next meeting date is March 15, 2021 at 6 pm.
 - ***On a motion by D. Jack-James, C. Walton 2nd the meeting was adjourned at 7:09 pm.***

Respectfully Submitted by _____.
Jasmine Vinyard, Policy Council Chair