

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

Members Present	In-Person/ virtually	Members Absent	Staff Present
Sonya Clark (Alternate Parent Rep, Jackson County)	In-person	Danielle Burke	Lea Maue
Brittany Coryell (Parent, Williamson County)	Virtually	Cody Stanley	
Keith Cummings (Parent, Jackson County)	Virtually	Jasmine Vinyard	
Deborah Golden (Community Rep, Jackson County)	Virtually		
Lori Longueville (Community Rep, Jackson County)	Virtually		
Cathy Phoenix (Parent, Jackson County)	In-person		
Jamey White (Parent, Williamson County)	Virtually		

In the absence of the chairperson, L. Maue, called the February Policy Council meeting to order via zoom at 6:08 pm.

L. Maue, 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 January 24, 2022 meeting were reviewed.

- ***D. Golden moved to approve the minutes, S. Clark 2nd. Motion passed.***

Monitoring:

I. Monitoring Report and Budget

A. Monitoring Report

- i. 214 of 337 slots were filled as of 1/31/21. No children were added in January due to the significant number of positive COVID cases in January. Children are now beginning to be added.
- ii. The week-long program-wide closure and other COVID-related closures last month resulted in extremely low attendance levels.
- iii. CACFP claims were less than half of pre-pandemic levels. This is a result of classrooms that have been unable to open due to staffing and classroom/program closures last month.

- iv. Four children have exceeded the 90-day deadline for receiving a dental exam. Efforts to obtain these exams for children were reviewed, but the primary reason for this issue is a lack of providers.
- v. Parent engagement remains low. All centers with the exception of Murphysboro can have parent volunteers in the classroom who are fully vaccinated and wear masks, but this is not happening. It was suggested that this information be better communicated to parents.
- vi. Marion data was not entered into the report due to a COVID-related absence at the center. This information will be entered on 2/22/22.
- vii. There are 16 children enrolled with a documented disability. 5 referrals are in progress. The program will more than likely write a disabilities waiver. L. Maue will continue to share disability data monthly, and a decision will be made in May to submit a waiver.
- viii. L. Maue reviewed the status of two corrective action plans in place – one at the Murphysboro Center and one at the Carbondale center. Both CAPs are related to child behavior management.

B. Budget

- i. The budget review indicates that as of 1/31/22, only 47% of basic and 36% of T/TA have been spent. This does include projections or encumbered costs. L. Maue asked the PC members for input. C. Phoenix recommended purchasing short and long-sleeve t-shirts for the children. S. Clark recommended starting raised bed gardens in the spring. All members should bring any suggestions to the March meeting.
- ii. The program has generated 35.3% of its target non-federal share. It is almost certain that a waiver will need to be submitted. Per program procedure, we will wait until May when a better projection can be made of non-federal share.
- iii. ARP funds has a balance of \$373,941. The funds are allocated to install windows at the Carbondale and Marion facilities and pay for Safety Care Training and support from the Applied Behavior Analysis program at the University.
- iv. Head Start Safety funds have a balance of \$209,123. Survey and easement work have been completed. The project will start in March when it is warm enough to pour asphalt.

C. University Credit Card

- i. The p-card statement for January was reviewed.
- ***S. Clark moved to approve the p-card report, C. Phoenix 2nd. Motion passed.***

Old Business:

- I. COVID Update
 - A. January 24-29 transition to remote learning
 - i. Result of a 10% infection rate in children.

- ii. Presented an issue for some working parents, a number pulled their children from the program to enrolled in paid child care.
 - iii. S. Clark asked if there was a plan for further closures/transitioning to remote after spring break. L. Maue shared that the program will continue to monitor the positivity rate and make decisions from there.
- B. Positive Cases
- i. Two child cases since returning from the week-long transition to remote learning.
 - ii. Zero staff cases.
- C. Four-Day Child Attendance Week
- i. Staff have responded well and report feeling more job satisfaction since the transition to the four-day child attendance week.
 - ii. Safety Care Training is being delivered and 13 staff members are enrolled in the CDA cohort class.
 - iii. C. Phoenix shared that the transition to remote learning for that week was an inconvenience, but it was not a huge burden.
 - iv. S. Clark felt that it was necessary and helped to decrease cases.
 - v. Data related to the impact of the four-day week continues to be collected and will inform the upcoming continuation grant application.

New Business:

- I. Monitoring Review
- i. L. Maue shared that federal monitoring review has been opened to investigate the allegation of child abuse against a staff member at the Murphysboro Center.
 - ii. This incident was reported to the Policy Council at the November 15, 2021 meeting and involved a Head Start child in the care of this teacher.
 - iii. In December, DPS found the claim against the teacher to be unfounded.
 - iv. In January, the University determined the allegation unsubstantiated.
 - v. In January, DCFS licensing found the allegation to be substantiated and that the teacher could return to the classroom with corrective action.
 - vi. The Corrective Action Plan has been approved by DCFS and the teacher returned to the classroom on 1/31/22.
 - vii. The review will begin on 2/22/22 with an interview with L. Maue.
 - viii. L. Maue will share all results as soon as they are available.
- II. 2022-2023 Budget
- i. L. Maue presented the budget for the upcoming year.
 - ii. Child Health and Developmental Personnel will increase slightly from last year due to the addition of two more teachers to open an additional full-day classroom in Carbondale and tier increases
 - iii. No significant changes to FCP or PDM personnel planned.

- iv. Significant decrease to “Other” personnel due to the successful negotiation of contracts with Jackson County and RIDES mass transit districts that will eliminate bus driver salary.
- v. Fringe benefit rates remain at 48.3% for the year.
- vi. No change to travel
- vii. Planned equipment purchase of a replacement playhouse at the Logan facility
- viii. Child development supplies increased significantly to purchase necessary items for new classroom
- ix. Food services supplies also increased for the planned purchase of new stand up freezers (less than \$5,000 each).
- x. Allocation for contractual services increased by 200,000 for transportation services. This is a high estimate, but it will be the first year.
- xi. No significant change in Other budget line.
- xii. Indirect cost is the percentage that the University takes for administrative functions. The percentage charged to Head Start is 10%, or \$352,919.

I. Hires and Dismissals

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

NAME	POSITION	CENTER
Chelsea Emrich	Bus Monitor	CD
LaTasha Flendard	Bus Monitor	CD
Keyannah Wolf	Bus Monitor	CD
Saniyah Adkinson	Sub Teacher	MN
Cody Roach	Sub Teacher	CD

– ***L. Longueville moved to approve the hires, S. Clark 2nd. Motion passed.***

Training:

No training scheduled for the February meeting

Announcements

The next Policy Council meeting will be held on March 21, 2022 in-person.

– ***On a motion by K. Cummings, C. Phoenix 2nd the meeting was adjourned at 6:55 pm.***

Respectfully Submitted by _____
Sonya Clark, PC Alternate Member