

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

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

In the absence of the chairperson, L. Maue, called the March Policy Council meeting to order via zoom at 6:04 pm.

D. Burke, 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 February 21, 2022 meeting were reviewed.

- **L. Longueville moved to approve the minutes, C. Stanley 2nd. Motion passed.**

Monitoring:

I. Monitoring Report and Budget

A. Monitoring Report

- i. 216 of 337 slots were filled as of 2/28/22.
- ii. The program is looking to open another classroom in the Carbondale center.
- iii. The centers are working on the safety checklists.
- iv. There are 15 children in the program with disabilities.
- v. Child outcomes decreased in growth due to instability in the classroom brought on by staff shortages.

B. Budget

- i. The program still has approximately \$800,000 left to spend in the basic budget.
- ii. The program has until 2023 to spend the CARES and ARP money.
- iii. In-kind is down, expect to have to write a waiver.

- C. University Credit Card
 - i. The p-card statement for January was reviewed. Charges were for food, classroom supplies and training.
- **C. Stanley moved to approve the p-card report, J. White 2nd. Motion passed.**

Old Business:

- I. COVID Update
 - A. CDC lifted the mask mandate, however Head Start still requires masks to be worn.
 - B. There have been no COVID cases reported in the centers since January
 - C. The program is looking at potentially having an end-of-school fair with kindergarten ready backpacks.

New Business:

- I. Monitoring Review
 - A. OHS opened a special federal monitoring review to investigate the alleged incident at the Murphysboro center in October 2021.
 - B. A meeting was conducted with OHS and L. Maue on February 22, 2022.
 - C. The program is waiting for the results of this review and will share the outcome as soon as it is received.
- II. 2022-2023 Grant Application
 - A. L. Maue presented the grant application for the upcoming program year.
 - B. The goals and objectives were reviewed and remain unchanged from the grant application last year.
 - C. Five additional children will receive full day services as the result of opening another classroom.
 - D. Program is striving to reduce teacher to student ratios for the coming year.
 - E. The four-day week is written into the grant application. Teachers and students are currently benefitting from this option.
 - F. The program will be re-instating tooth brushing in the new grant year (COVID permitting)
 - G. A volunteer recruitment plan will be developed for PY 2022-23.
 - H. All Jackson county bussing will be transitioned to JCMTD in the upcoming year and RIDES will slowly assume all routes in Williamson County.
 - I. The budget was approved at the February 21, 2022 meeting and has not changed.
 - **L. Longueville moved to approve the 2022-2023 Grant Application, J. White 2nd, motion was passed.**
- III. Self-Assessment
 - A. L. Maue shared the results of the annual Self-Assesment.
 - B. 19 findings were reviewed. All of these findings have been incorporated into the grant application.

- **K. Cummings moved to approve the Self-Assessment report, C. Stanley 2nd. Motion was passed.**

IV. Hires and Dismissals

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

NAME	POSITION	CENTER
Ana Luiza Jacome	Child Care Assistant	CD
Meliyah Redmond	Child Care Assistant	CD
Kloey Harsy	Sub Teacher	CD
Jennifer Bleyer	Lead Teacher II	CD

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

Training:

Training on the Selection Criteria was presented by ERSEA Coordinator, C. Lewis. This year's criteria included adding points for family stressors and decreasing the amount of points for a documented disability.

- **D. Burke moved to approve the Selection Criteria for 2022-2023, C. Stanley 2nd. Motion carried.**

Announcements

The next Policy Council meeting will be held on April 18, 2022 via zoom.

- **On a motion by S. Clark, K. Cummings 2nd the meeting was adjourned at 7:12 pm.**

Respectfully Submitted by _____.
Danielle Burke, Policy Council Secretary