

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
March 20, 2023**

Members Present	In-Person/ virtually	Members Absent	Staff Present
Natasha Clarry (Parent Representative, Jackson County)	Virtually	Sonya Clark	Lea Maue, Executive Director
Cereena Fleener (Parent Alternate, Williamson County)	Virtually	Leslie Gibson	Christina Lewis, ERSEA Coord.
Shariece Hastings (Parent Representative, Jackson County)	Virtually	Lolita Mack	
Cathy Phoenix (Parent Representative, Jackson County)	In-Person	Alexis Rodriguez	
Dillion Phoenix (Parent Representative, Jackson County)		Trekila Whitfield	
Jamey White (Parent Alternate, Williamson County)	In-Person		

Call to Order:

J. White, Policy Council Chair, called the meeting to order at 6:04 pm. All members present will be voting. D. Phoenix will be voting for T. Whitfield and C. Fleener will be voting for A. Rodriguez.

The Secretary, Cathy Phoenix, 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 February 20, 2023 meeting were reviewed.

- ***S. Hastings moved to approve the February meeting minutes, N. Clarry 2nd. Minutes were approved.***

Monitoring:

- I. Monitoring Report
 - A. 258 of 337 enrollment slots were filled as of 2/28/23 (77%).
 - B. There are 120 children (95 income eligible) on the wait list that cannot be placed due to staff shortages. Four classrooms remain unopen due to the program's struggle to hire teachers.
 - C. Average daily attendance ranged from 77.15% to 83.09%. Illness was rampant at centers in February for both children and staff. The primary reason for absence was illness.

- D. Children needing treatment are not able to receive due to a shortage of providers. The program will continue its relationship with Dr. Cripps to provide dental care to children for those most in need.
 - E. Parent participation continues to be low. One reason is the vaccination requirement.
 - F. All drills and checklists were conducted.
 - G. 31 enrolled children have a current Individualized Education Plan, or IEP. There are 12 referrals in process. The program is on track to exceed the 10% requirement, despite not being fully enrolled.
 - H. 38 hours in mental health hours were provided in February, the largest number of hours in one month since mental health services have been provided.
 - I. The program is monitoring a QUIP in section 23 related to managing challenging behavior.
- II. Budget
- A. The program spent \$2,126,536.05 year to date of its operations budget, or 54%. Projections show that about \$250,000 will be underspent due to year-long staff shortages. Most of this balance will be used to fund roof replacements at the Carbondale and administrative buildings.
 - B. T/TA is spent out.
 - C. A low-cost extension will be presented in new business to allow the program to use \$25,248 in ARP funding to install fencing if and when the 1303 is approved.
 - D. 61.2% of the program's in-kind requirement has been met.
- III. University Credit Card (p-card)
- A. L. Maue presented the February \$9,947.31.
 - B. Charges were related to the purchase of food for centers and meetings, office and classroom supplies, staff wellness materials, and trash services.
 - ***S. Hastings moved to approve the January p-card charges, N. Clarry 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.
 - C. L. Maue believes that the review is taking this long due to the number of cases related to child management being reviewed by OHS.
- II. Purchase of 1904 N. Illinois
 - A. The house has been purchased with unrestricted funds and will be demolished this spring.
 - B. If and when the 1303 application is approved, the charges will be moved to FY 22 operations.

New Business:

- I. Low-Cost Extension
 - A. The budget period for the ARP and CRRS funding is April 1, 2021 through March 31, 2023.
 - B. L. Maue presented a request for a low-cost extension.
 - C. If approved the request would allow the program to use \$25,248 in ARP funds to install fencing around the new nature scape playground and outdoor classroom.
 - ***C. Phoenix moved to approve the low-cost extension, N. Clarry 2nd. The extension request was approved.***
- II. Self-Assessment
 - A. L. Maue presented the results of the 2022-23 self-assessment.
 - B. The 15 recommendations that emerged from the process were discussed.
 - C. All recommendations have been incorporated into the program’s upcoming grant application.
 - ***D. Phoenix moved to approve the Self-Assessment, N. Clarry 2nd. The Self-Assessment was approved.***
- III. Selection Criteria
 - A. C. Lewis presented the proposed 2023-24 selection criteria.
 - B. No changes were proposed for age, income eligibility, or special needs areas.
 - C. Under “other factors,” having a currently enrolled sibling was added for a value of ten points.
 - D. Under “other stressors,” change in family structure or crisis increased in value from five to ten points.
 - ***C. Phoenix moved to approve the 2023-24 Selection Criteria as presented, S. Hasting 2nd. The Selection Criteria document was approved.***
- IV. 2023-24 Continuation Grant Application
 - A. L. Maue presented the 2023-23 Continuation Grant Application, which includes a 5.6% Cost of Living and Quality Improvement increase.
 - B. The group reviewed proposed changes for the upcoming year and the basis for those changes. The most significant changes included returning to a five-day attendance week and shortening the length of the full-day classes by one hour. the Policy Council supported the changes.
 - C. Changes to the structure of parent meetings and parent support elicited discussion about the need to use sensitivity with parents and developing relationships.
 - D. L. Maue shared that although Head Start is awarding the 5.6% increase, union restrictions may prevent the program from awarding more than 3% and may change the grant application. L. Maue had a meeting scheduled on March 22, 2023 with University officials. All PC members in attendance support the 5.6%

increase and are willing to voice their concerns to the University if necessary. L. Maue will update the group on the results of the meeting and go from there.

- ***D. Phoenix moved to approve the 2022-23 Continuation Grant application as presented, N. Clarry 2nd. The application was approved.***

V. Hires and Dismissals

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

NAME	POSITION	CENTER
Howard, Dymari	Bus Monitor	Carbondale
McDonnell, Abigail	Child Care Assistant	Marion
Nancy, Amy	Child Care Assistant	Marion
Sayeedy, Nilofar	Accounting Assistant	Admin
Sternberg, Christopher	Substitute Teacher	Carbondale

- ***C. Fleener moved to approve the March hires, S. Hastings 2nd. Motion passed.***

VI. OHS Program Specialist Visit

- A. L. Maue shared that Cherry Theard, the program OHS Program Specialist, will visit from April 17-19, 2023.
- B. The visit is not a monitoring visit, but for the purposes of getting to know the program, meeting the Policy Council and Board members, touring the facilities, etc.
- C. She will attend the April 17, 2023 Policy Council meeting.

Announcements

- The next meeting will be on April 17, 2023 at 6 pm.
- ***On a motion by S. Hastings, N. Clarry 2nd the meeting was adjourned at 7:25 pm.***

Respectfully Submitted by _____
Cathy Phoenix, Policy Council Secretary