

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
April 19, 2021**

Members Present	Members Absent	Staff Present	Guests Present
Heather Baum	Karen Carbajal	Lea Maue	
Danielle Burke	Cheryl Walton	Laura Lindsey	
Brittanie Coryell	Lori Longueville		
Katie Day			
Danielle Jack-James			
Jasmine Vinyard			
Jamey White			
Cody Stanley (A)			
Samantha Smothers (A)			

L. Maue called the April Policy Council meeting to order on April 19, 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 March 15, 2021 meeting were reviewed.

- ***D. Jack-James moved to approve the minutes, J. White 2nd. Motion passed.***

Monitoring

I. Monthly Monitoring Report

- A. 213 of 337 funded slots enrolled at end of March. Enrollment in center-based classes is at capacity, and children continue to drop from remote learning.
- B. March was the first month in the current school year that the program claimed more CACFP subsidies than last year.
- C. There are 87 families on waiting list, 56 of which are income eligible. All of these families are interested in center-based option.
- D. 2 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. The follow up family needs assessments are in progress.
- F. All emergency drills and health and safety checklists were conducted per program protocol.
- G. 22 children with a documented disability are enrolled.
- H. 16.75 hours of mental health consulting were reported in February. That number is lower than usual due to inclement weather closures and transition to remote learning for all children at this time.
- I. The Corrective Action Plan in CD-10 has been resolved and closed.

II. FY 20-21 Budget

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

- A. The Basic grant is 55.48% spent. With a current balance of \$1,707,514, there will more than likely be funding for a summer bridge. The decision to move forward with summer programming will be made after project projections and notice of second round of CARES Act funding.
- B. Training and Technical Assistance (T/TA) is 69.02% spent and it should be spent out by the end of April.
- C. Start up funds are 20.78% spent, and a number of projects are in the process of being completed.
- D. The food subsidy account is significantly overspent (-70,647) 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 were reviewed for March 2021.

- ***B. Coryel moved to approve the March p-card charges, H. Baum 2nd. Motion passed.***

Old Business:

I. Summer Bridge Program

- A. As discussed at last month's meeting, the program will have a sufficient balance in operations to fund a one-month summer bridge program.
- B. Children transitioning to kindergarten and those with disabilities will be prioritized.
- C. We will be using FY 21 funds, so the program will start on June 1 and end on July 30.
- D. Children will attend Monday through Thursday, 8 am- 4 pm, and Friday will be a planning day for staff.

New Business:

I. Supplemental Funding

- A. The program received notification that it will receive \$101,427 in supplemental funding to apy for COVID-related expenses between April 1, 2021 and March 31, 2023. Some of these funds will be used for the summer program.
- B. Other possible uses being considered is for PY 21-22 child and staff recruitment and ventilation improvements.
- C. No grant application was needed for this award.

II. Year-End Recognition Ceremonies

- A. The centers will be resuming the end-of-year recognition ceremonies.
- B. Each will be held outside and parents will be expected to wear PPE and socially distance.
- C. L. Maue will send the dates out to the Policy Council, and they will also be included in the May Family Connections Newsletter.

III. Child Recruitment

- A. L. Maue discussed the anticipated challenges with enrollment for the upcoming school year.
- B. Due to reduced enrollment caused by COVID precautions and the large number of currently enrolled children who are transitioning to kindergarten, we will be starting the enrollment process with low numbers.
- C. Policy Council members were encouraged to help recruit. B. Coryel, H. Baum, and C. Stanley offered to post flyers in the community and at their places of employment. L. Maue is to send flyers home with the child.

IV. Hires and Dismissals

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

NAME	POSITION	CENTER
Janna Gharbawi	Business Manager II	Admin
Carisa Banks	Child Care Assistant	CD

- ***H. Baum moved to approve the hires, K. Day 2nd. Motion passed.***

Training:

- I. Laura Lindsey, Disabilities and Mental Health Coordinator, provided an overview of the school readiness goals and TS Gold Checkpoints.
- II. She described how the goals are aligned with the checkpoints and how the program assesses child progress.
- III. She then presented the fall and winter child outcomes and explained the progress towards mastery of the school readiness goals.

Announcements

- I. The next meeting date is May 17, 2021 at 6 pm.
- ***On a motion by H. Baum, J. White 2nd the meeting was adjourned at 6:52 pm.***

Respectfully Submitted by _____
Jasmine Vinyard, Policy Council Chair