

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
April 17, 2023**

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

Call to Order:

J. White, Policy Council Chair, called the meeting to order at 6:15 pm. All members present will be voting. C. Fleener will be voting for A. Rodriguez and T. Walker will be voting for N. Clarry.

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 March 20, 2023 meeting were reviewed.

- ***S. Clark moved to approve the March meeting minutes, S. Hastings 2nd. Minutes were approved.***

Monitoring:

- I. Monitoring Report
 - A. 255 of 337 enrollment slots were filled as of 2/28/23 (76%).
 - B. 14 slots could be filled in the classrooms that are open but because there are 15 days left in the school year, families are opting not to start children. A benefit of starting now would be a rollover spot for next year.
 - C. 179 children meet the definition of a chronic absentee. This remains a problem.

- D. Average daily attendance was near or above the 85% benchmark at all centers. The unknown reason for absence decreased. Unknown is used when the parents cannot be contacted after repeated attempts.
- E. At 19,688.52 in March, CACFP funding is starting to increase since COVID. It still is well below pre-COVID levels of 29,392. CACFP funding will increase when the program is fully enrolled and children attend regularly.
- F. Two families have exceeded the 90-day dental exam requirement. Both families rescheduled the appointment outside of the 90-day requirement. We are working with following up with the families.
- G. Parent participation continues to be low. The immunization requirement has been vacated by a federal judge. Please encourage parents to volunteer in centers.
- H. A few parent orientations have not been conducted due to unresponsiveness from parents. Next year, the child cannot start until the parent orientation is complete.
- I. Compliant on all checklists related to area of noncompliance and deficiency.
- J. 32 enrolled children have a current Individualized Education Plan, or IEP. There are 8 referrals in process. The program is on track to exceed the 10% requirement, despite not being fully enrolled. This helps in meeting the required benchmark, but teachers are struggling with significant child needs in the classroom.
- K. 22.25 hours in mental health hours were provided in March, with 20 children receiving services.
- L. The program is monitoring a QUIP in section 23 related to managing challenging behavior.
- M. Two reports of child abuse and neglect were made in March, both involving household members.

II. Budget

- A. The program spent \$2,496,024 year to date of its operations budget, or 64%. Projections show that about \$300,000 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 shows a balance of \$3,756, but these funds have been committed.
- C. A low-cost extension has been submitted to use \$25,248 in ARP funding to install fencing in the 1904 N. Illinois area.
- D. 70% of the program's in-kind requirement has been met. L. Maue is confident that the program will meet the requirement, despite being under enrolled by 82 children.

III. University Credit Card (p-card)

- A. L. Maue presented the March p-card charges totaling \$76,164.64.
- B. Not all charges were made in March, this is when they were reconciled.
- C. Charges were related to the purchase of food for centers and meetings, office and classroom supplies, staff wellness materials, and trash services.
 - ***C. Phoenix moved to approve the March p-card charges, S. Hastings 2nd. P-Card charges approved.***

Old Business:

- I. Area of Non-Compliance Corrective Action
 - A. The program received notification that the matter was cleared on March 31, 2023.
 - B. We will continue to monitor that the corrective action measures are in place.
- II. 1303 Application
 - A. L. Maue spoke with the program's fiscal and program specialists on April 14, 2023.
 - B. The 1303 application is going to be withdrawn.
 - C. The home purchase will stay on unrestricted funds. The demolition and other costs associated with the project will proceed with operations funds.
- III. EHS Conversion
 - A. L. Maue is working on the possible EHS conversion budget, which should be complete in June.
 - B. If it is determined that it's possible, conversion and enrollment reduction applications will be submitted in July. This will require Policy Council and board approval.

New Business:

- I. Federal Emergency Declaration
 - A. L. Maue reported that the federal emergency declaration was slated to end on May 11, 2023, but has ended early.
 - B. This declaration provided some fiscal flexibility, such as movement of funds, purchase approvals, and waiving in-kind requirements.
- II. Information Memoranda
 - A. Head Start issues guidance to programs through IM, which are shared with Policy Council and Governing Board.
 - B. The March 28, 2023 IM provided direction in addressing lead in water.
 - C. Licensed centers in Illinois were required to test for lead and mitigate as necessary in 2019, so this work has been done.
 - D. This will be part of monitoring.

III. Hires and Dismissals

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

| NAME | POSITION | CENTER |
|-------------------|----------------------|------------|
| Amezquita, Alicia | Bus Monitor | Carbondale |
| Celestine, Sharon | Child Care Assistant | Carbondale |
| Smith, Shamani | Child Care Assistant | Logan |

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

Announcements

- The next meeting will be on May 15, 2023 at 6 pm.
- All Policy Council members are invited to attend the recognition breakfast and awards on May 5, 2023 at the Carterville Community Center. Breakfast starts at 8 am.

Training

- Abigail Moberly, Child Development Coordinator, prepared the spring and winter outcomes.
- She was in training in Springfield, so L. Maue delivered information.
- The training reviewed progress on school readiness goals and TS Gold Checkpoints.

- ***On a motion by S. Clark, T. Walker 2nd the meeting was adjourned at 7:00 pm.***

Respectfully Submitted by _____
Cathy Phoenix, Policy Council Secretary