

**SIU CARBONDALE HEAD START  
POLICY COUNCIL  
MEETING MINUTES  
May 20, 2024**

<b>MEMBERS PRESENT</b>	<b>IN-PERSON/ VIRTUALLY</b>	<b>MEMBERS ABSENT</b>	<b>STAFF PRESENT</b>
Anna Collums (Parent Representative, Williamson County)	In-Person	Chester Brewer	Lea Maue, Executive Director
Cerena Fleener (Parent Representative, Williamson County)	Virtual	La’Naylah Clarry	
Lolita L. Mack (Parent Representative, Williamson County)	In-Person	Cathy Phoenix	
Imani McHenry (Parent Representative, Jackson County)	In-Person	Cathy Phoenix	
Samantha Stout (Parent Representative, Jackson County)	In-Person		
Deborah Wills (Community Rep, Williamson County)	In-Person		

**Call to Order:**

L. Mack, Chairperson, called the meeting to order at 6:07 pm. All members present will be voting.

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:**

- I. The minutes from the specially called meeting on May 9, 2024 were reviewed.
  - **A. Collums moved to approve the special meeting minutes with a correction to change the language from “hires” to “enrollment reduction” under New Business item I. C. Fleener 2<sup>nd</sup>. Minutes were approved.**
  
- II. The minutes of the regular April 15, 2024 meeting were reviewed.
  - **D. Wills moved to approve the April meeting minutes, S. Stout 2<sup>nd</sup>. Minutes were approved.**

**Monitoring:**

- III. Monitoring Report
  - A. 288 of 337 (85%) slots were filled as of 4/30/24.
  - B. Program-wide average daily attendance was 78.9% -- the lowest ADA all year. Absences trend up at the end of the school year.
  - C. CACFP reimbursements were \$28,424 in March 2024 -- \$6,298 higher than March 2023.

- D. Mealtime monitoring indicated that all classes are in compliance with new mealtime procedures.
- E. All safety drills were conducted as required.
- F. Data from the new standards of conduct checklist show all classrooms were monitored with two requiring follow-up and support. Classrooms identified as needing support last month were monitored and issues have been corrected.
- G. The program has served 29 of a cumulative enrollment of 320 of children with documented IEPs, this is 9%. There are eight more children in the referral process, and the program is on track to meet the 10% disabilities requirement.
- H. A new section monitoring the delivery of support and resources to classrooms who submit behavior information reports has been added.
- I. BIR data indicate that physical aggression during outdoor and center play with peers is the most reported challenging behavior in April 2024.
- J. All child development staff are receiving some type of coaching and all staff six months or less in their position are receiving intensive coaching.

IV. Budget

- A. Total Basic expenditures through April 2024 totaled \$3,648,821.56, or 83% of the budget, leaving a balance of \$785,357.44. This balance is encumbered through June 30, 2024, leaving a zero balance.
- B. The Training and Technical Assistance funds are exhausted.
- C. The program has generated 127.9% of its required in-kind.

V. University Credit Card (p-card)

- A. April p-card charges totaling \$16,235.39 were reviewed.
- B. Charges were for the purposes of food for centers, meeting food, training expenses, and supplies.
  - **D. Wills moved to approve the April p-card charges, A. Collums 2<sup>nd</sup>. P-Card charges approved.**

**Old Business:**

I. Federal RAN Review Finding

- A. On February 20, 2024, the program received notice that a deficiency was issued related to the incident of child maltreatment reported in October 2024.
- B. The Corrective Action Plan was created, implemented, and monitored through the compliance date of April 10, 2024.
- C. We are awaiting notice of the follow up review. L. Maue will reach out to the chair to see if she is available for the meeting when notice is received.
- D. Because of this finding, the program will be recompeting for its next five year project period funding.

**New Business:**

I. FA2 Review

- A. An onsite federal review was conducted the week of April 15, 2024.
- B. The program received the results of the review on May 8, 2024, indicating that we are in compliance with all regulations. This is great news.

II. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
LEAD TEACHER			
Teisha Wallinger	Bachelors		Pending

- **S. Stout moved to approve the hires, D. Wills 2<sup>nd</sup>. May hires were approved.**

**Announcements**

- The next meeting date will be on June 17, 2024 at 6 pm.

**Training**

- L. Maue provided a program year in review training with high points from the 2023-24 school year.

- **On a motion by D. Wills, I. McHenry, 2<sup>nd</sup> the meeting was adjourned at 6:51 pm.**

Respectfully Submitted by \_\_\_\_\_  
Lolita L. Mack, Policy Council Chairperson