

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
June 17, 2024**

MEMBERS PRESENT	IN-PERSON/ VIRTUALLY	MEMBERS ABSENT	STAFF PRESENT
Cerena Fleener (Parent Representative, Williamson County)	Virtual	Anna Collums (E)	Lea Maue, Executive Director
Lolita L. Mack (Parent Representative, Williamson County)	In-Person	Chester Brewer (UE)	Laura Lindsey, DMH Coordinator
Cathy Phoenix (Parent Representative, Jackson County)	In-Person	La'Naylah Clarry (UE)	
Samantha Stout (Parent Representative, Jackson County)	In-Person	Deborah Golden (E)	
Deborah Wills (Community Rep, Williamson County)	In-Person	Imani McHenry (E)	

Call to Order:

L. Mack, Chairperson, called the meeting to order at 6:04 pm. All members present will be voting. No alternates were present.

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 of the regular May 20, 2024 meeting were reviewed.
 - **D. Wills moved to approve the May meeting minutes, C. Phoenix 2nd. Minutes were approved.**

Monitoring:

- II. Monitoring Report
 - A. 288 of 337 (85%) slots were filled as of 5/14/24, the last day of the school year for children.
 - 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 \$13,223 in May 2024 - \$2,852 higher than May 2023. The program received \$259,531 in total funds for the year, which is \$83,241 higher than last year. If the enrollment reduction is approved, we can expect to receive approximately \$260,000 if attendance patterns remain the same.
 - D. All safety drills were conducted as required.
 - E. The program has served 37 of a cumulative enrollment of 328 of children with documented IEPs, this is 11%, meeting the 10% disabilities requirement. 5

children completed the referral process at the end of the year and will not receive services until the new school year.

- F. BIR data indicate that physical aggression during outdoor and center play with peers is the most reported challenging behavior in May 2024. In May, one child received 5 or more BIRs and 25 met the threshold for the year.
- G. Home visits were conducted in April. Data show that of 282 scheduled, 91% of parents attended the conference and 14% of the conferences included a male figure.

III. Budget

- A. Total Basic expenditures through June 2024 totaled \$4,049,799.52, or 91% of the budget, leaving a balance of \$384,378.48. 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.

IV. University Credit Card (p-card)

- A. May p-card charges totaling \$15,858.12 were reviewed.
- B. Charges were for the purposes of food for centers, meeting food, field trip expenses, and supplies.
 - **S. Stout moved to approve the May p-card charges, C. Fleener 2nd. P-Card charges approved.**

Old Business:

I. Re-Competition

- A. L. Maue discussed the competitive process that the program must participate in this fall in order to keep its grant funding.
- B. The annual Program Information Report (PIR) that is normally due on August 31 each year is now due on June 30, 2024. This is in process and will be submitted by the deadline.
- C. Appraisals of all property owned by the program (Marion and Carbondale) were conducted and uploaded into the management system.
- D. Equipment and classroom inventories are in the process of completion and will be uploaded by June 30, 2024.
- E. L. Maue will notify the Policy Council when the competitive funding becomes available.

II. Enrollment Reduction Request

- A. L. Maue provided an update on the request.
- B. The program is proceeding as if the request has been approved.
- C. Enrollment data for the upcoming school year was reviewed.
- D. When considering the reduction, Marion is full for the upcoming year, Carbondale has 43 openings, Logan has 10, and Murphysboro has 15. We anticipate that all openings will be filled with adequate staffing.

- E. L. Maue presented the staffing report. As of June 17, 2024, 6 Assistant Teachers are still needed (3 in Carbondale, 2 in Marion, and 1 in Murphysboro).
- F. L. Maue also shared that Joyce Guy, the program’s Family and Community Partnerships Coordinator and 30-year Head Start veteran, will retire as of June 30, 2024. This will be a huge loss for the program.

New Business:

I. Personnel Policies

- A. L. Maue presented the 24-25 personnel policies for review, which must be approved annually.
- B. There were slight changes made to the policies including:
 - i. III.D.1(c)(d): Clarification to process on background check hits
 - ii. III.F: Clarification of violations of confidentiality
 - iii. IV.C.1: Explanation of state law allowing NTT staff to use three sick days as PTO
 - iv. IV.C.2: Clarification of use of vacation time during parent meetings and events.
 - v. IV.C.3(b)(iii): Clarification of number of consecutive sick days triggering proof of illness.

II. 1303 Application

- A. L. Maue shared that the application is held up with negotiations between the University and the general contractor.
- B. If an agreement can be made, a special meeting will be called to approve the application.
- C. It appears at this time, however, that it is most likely that the program will enter into a lease instead of requesting funds to purchase the building.
- D. L. Maue showed the group the proposed layout for the building.

II. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
CHILDCARE ASSISTANT			
Amelia Ajibade	HS	CD	Pending
Molly Siebert	HS	CD	Pending
CHILD DEVELOPMENT ASSOCIATE			
Tiffany Kovacs	Associate’s degree-ECE	CD	Pending
Paige Morgan	Associate’s degree-ECE	MN	Pending
Brittany Barrett	CDA Certificate	MN	Pending
SUBSTITUTE TEACHER			
Amber Letke	High School 9 credits of ECE	MN	Pending

BUS MONITOR			
Katie Hogan	High School	CD	Pending
Joyce Whitt	High School	MB	Pending
Shanikka Love	High School	MB	Pending

- **S. Stout moved to approve the hires, C. Phoenix 2nd. June hires were approved.**

Announcements

- The next meeting date will be on August 19, 2024 at 6 pm.

Training

- L. Lindsey provided a training about the disability referral and completion process.
- **On a motion by S. Stout, D. Wills, 2nd the meeting was adjourned at 7:12 pm.**

Respectfully Submitted by _____
Lolita L. Mack, Policy Council Chairperson