

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
June 27, 2022**

Members Present	In-Person/ virtually	Members Absent	Staff Present
Sonya Clark (Parent, Jackson County)	In-Person	Danielle Burke	Lea Maue. Executive Director
Shariece Hastings (Alternate Parent, Jackson County)	Virtually	Brittanie Coryell	Joyce Guy, FCP Coordinator
Lori Longueville (Community Rep, Williamson County)	Virtually	Keith Cummings	
Cathy Phoenix (Parent, Jackson County)	In-Person	Deborah Golden	
Cody Stanley (Parent, Williamson County)	Virtually	Jasmine Vinyard	
Jamey White (Parent, Williamson County)	Virtually		

In the absence of the Chairperson, L. Maue called the June Policy Council meeting to at 6:17 pm.

L. Maue conducted 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 May16, 2022 meeting were reviewed.
 - **L. Longueville moved to approve the minutes, S. Clark 2nd. Motion passed.**

- II. The minutes of the specially called meeting to review and approve the budget amendment were reviewed.
 - **J. White moved to approve the minutes, C. Stanley 2nd. Motion passed.**

Monitoring:

- I. Monitoring Report and Budget
 - A. Monitoring Report
 - i. 218 of 337 slots were filled as of 05/19/2022, which was the children’s last day of school.
 - ii. 33-45% of children receiving dental exams needed treatment, but a majority cannot receive treatment due to the lack of providers accepting Medicaid the area. S. Clark shared that a new provider was opening in

the Cedar Court medical offices, and he will have an open house on July 23, 2022. She will share this information with the group.

- iii. Parent engagement has been extremely low. This is mainly due to the pandemic, but even when immunized parents could return to the classroom, participation remained low. C. Phoenix suggested that if more parents were engaged in the classroom, child behavior may be reduced. L. Maue shared that the program is seeking innovative ways to recruit both community volunteers and parents and would appreciate any input from the Policy Council in the development of its new Volunteer Recruitment Plan.
 - iv. All health and safety checklists have been performed and all centers are in compliance.
 - v. The program ended the year serving 18 children with documented disabilities. In new business, the disabilities waiver will be reviewed and approved.
 - vi. One internal corrective action plan pertaining to behavior management has been closed as of May 20, 2022. One will remain open as the program starts the school year.
- B. Budget
- i. Both Basic and T/TA will be overspent at the end of the current fiscal year, which is June 30, 2022. The program is waiting on the charges for a number of projects completed by the University to post, but any overspent funds will be moved to the overhead account.
 - ii. ARP and Consolidated appropriations are projected to be spent out by September 1, 2022.
 - iii. The program has not met its non-federal share match and a waiver will need to be reviewed, discussed, and approved under new business.
- C. University Credit Card
- i. L. Maue presented the May p-card charges totaling \$18,761.52.
 - **S. Clark moved to approve the May p-card charges, J. White 2nd. Motion passed.**

Old Business:

- I. Monitoring Report and Corrective Action
 - A. L. Maue presented the Corrective Action Plan for the Area of Non-Compliance related to child discipline that happened in October 2021.
 - B. This plan was developed with support from assigned training and technical assistance support.
 - C. The compliance date is August 25, 2022, but because the children do not return until August 23, 2022, the program is requesting an extension of the compliance window so that the correction can be monitored for effectiveness.
 - **L. Longueville moved to approve the corrective action plan, C. Phoenix 2nd. Motion passed.**

- II. Update on Active Supervision Incident
 - A. L. Maue shared what has occurred since a child was left at a park in Murphysboro after an end-of-year recognition event.
 - B. The child is safe and unharmed, and his mother reports no immediate negative effects on the child.
 - C. The Lead Teacher will start disciplinary action in August when she returns on contract, and the Asst. Teacher has received a written reprimand through the University.
 - D. Department of Protective Services and DCFS licensing have conducted investigations, but no finding has been made.
 - E. Office of Head Start is conducting a RAN monitoring review on July 1, 2022 and L. Maue will inform the Policy Council of the results as soon as they are received.
 - F. The program has begun a review of its Active Supervision and Field Trip procedures for implementation in the upcoming school year.

New Business:

- I. Personnel Policies
 - A. L. Maue presented the 2022-2023 personnel policies for review and approval.
 - B. No significant changes have been made from last year.
 - C. Personnel policies may be modified because of correction action, and if this is the case, they will need to be reviewed and approved again.
 - **C. Stanley moved to approve the 2022-23 personnel policies J. White 2nd. Motion passed.**
- II. Disabilities Wavier
 - A. L. Maue presented the Disabilities Waiver for review and approval.
 - B. 18 children with documented disabilities were served and enrolled at the end of the 2021-22 school year, which is significantly short of the 34-child requirement.
 - C. The main reason for the shortfall was the four classrooms that were closed due to staffing for the entire school year. Two of four classrooms in Marion were unable to open, and the Marion site typically serves the largest number of children with disabilities.
 - **S. Clark moved to approve the disabilities waiver, J. White 2nd. Motion passed.**
- III. Non-Federal Share Waiver
 - I. L. Maue presented the Non-Federal Share waiver for review and approval.
 - II. The program generated \$613,894 of its \$969,160 requirement. This is 7.26% short of the required 20% match.
 - III. The reasons for this are also related to staffing. Each class has an annual in-kind goal of \$43,888, which contributed significantly to the shortfall.
 - IV. Also, parent volunteer numbers have dropped significantly due to COVID.

- V. If able to open all classrooms and implement its new Volunteer Recruitment Plan, the program will be a good position to meet its requirement for next year.
- **S. Hastings moved to approve the Non-Federal Share Waiver, C. Phoenix 2nd. All in favor. Motion passed.**

IV. 1303 Application

- I. L. Maue presented the 1303 application for review and approval.
- II. Pertinent sections were reviewed, including the site plan, costs, and home value.
- III. L. Maue shared that she is waiting for the appraisal on 1906 N. Illinois and on the environmental analysis before submitting.
- **S. Clark moved to proceed with the 1303 application with clear environmental analysis, L. Longueville 2nd. All in favor. Motion passed.**

V. Hires and Dismissals

The following were presented to the council for hire pending University approval and will start in the 2022-23 school year:

NAME	POSITION	CENTER
Katherine Maue	Bus Monitor	Carbondale
Ann Bowsher	Supervising Teacher	Carbondale
Caitlyn McKay	Supervising Teacher	Carbondale

L. Maue shared that Katherine Maue is her daughter and made clear that as a bus monitor, Katherine would not report directly to her or receive any benefit from their relationship. Katherine worked during the 2020 and 2021 summer programs and is very familiar with the position. The Policy Council members expressed appreciation for the transparency and did not see any issue with the hire.

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

Training:

- Joyce Guy, Family and Community Partnerships Coordinator provided a training on parent and family engagement.

Announcements

The next Policy Council meeting will be held on August 13, 2022 both in person and online.

- **On a motion by L. Longueville, J. White 2nd the meeting was adjourned at 7:55 pm.**

Respectfully Submitted by _____
Jasmine Vinyard, Policy Council Chair