

**SIU CARBONDALE HEAD START  
POLICY COUNCIL  
MEETING MINUTES  
June 26, 2023**

<b>Members Present</b>	<b>In-Person/ virtually</b>	<b>Members Absent</b>	<b>Staff Present</b>
Sonya Clark (Community Representative, Jackson County)	Virtually	Alexis Rodriguez	Lea Maue, Executive Director
Natasha Clarry (Parent Representative, Jackson County)	In-Person	Trekila Whitfield	
Cereena Fleener (Parent Representative, Williamson County)	Virtually		
Shariece Hastings (Parent Representative, Jackson County)	Virtually		
Lolita L. Mack (Parent Representative, Williamson County)	In-Person		
Cathy Phoenix (Parent Representative, Jackson County)	In-Person		
Jamey White (Parent Representative, Williamson County)	In-Person		

**Call to Order:**

J. White, Policy Council Chair, called the meeting to order at 6:12 pm. All members present will be voting.

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 May 15, 2023 meeting were reviewed.

- ***L. Mack moved to approve the May meeting minutes, N. Clarry 2<sup>nd</sup>. Minutes were approved.***

**Monitoring:**

- I. Monitoring Report
  - A. At the end of the year, 253 of 337 enrollment slots were filled as of 5/11/23 (75%).
  - B. C. Phoenix brought up the possibility of contacting the First Baptist Church in Murphysboro who recently bought Logan school, which is very large. This may be a possibility for the program to move its Murphysboro operations in 2025.
  - C. All checklists have been completed.
  - D. Parent participation continues to be low.

- E. For the first time since the pandemic, the program will meet the 10% disabilities requirement. 36 enrolled children have a current Individualized Education Plan, or IEP.
- F. Child outcomes from fall 2022 to spring 2023 have shown tremendous growth with at least 75% of children meeting or exceeding expectations in all domains.
- G. CLASS scores remained relatively stable from fall 2022.
- H. Mental Health Consultants provided 24.75 hours of services in May.
- I. The program is monitoring two Quality Improvement Plans and will continue when the school year starts through September.

II. Budget

- A. Operations shows a \$619,488.16 balance as of May 31, 2023, but all of this funding has been committed, and the grant is slightly overspent. After all charges have posted, some charges will be moved to the new fiscal year and some will be moved to overhead to zero out the account.
- B. T/TA has been completely spent.
- C. CRSS and ARP have been spent. The program filed a budget extension through June 30, 2023. Charges are being moved this week to zero out the account.
- D. As of May 31, 2023, 88% of the program's in-kind requirement has been met. Jackson County Mass Transit provided a letter in June indicating the in-kind amount for using their services, pushing the program past its in-kind requirement.

III. University Credit Card (p-card)

- A. L. Maue presented the May p-card charges totaling \$8,017.42
- B. Charges were related to the purchase of food for centers and meetings.
  - ***C. Phoenix moved to approve the May p-card charges, S. Hastings 2<sup>nd</sup>. P-Card charges approved.***

**Old Business:**

I. EHS Conversion

- A. L. Maue prepared the costs of converting 24 slots of Head Start to EHS, and it will not be possible without additional funding.
- B. With staff raises, the budget is tight and EHS is an expensive, year-round program.
- C. Centerstone EHS, which serves Franklin and Williamson Counties through home based services has relinquished their grant. It will be competitive in December, and the program is considering the possibility of applying for this funding.

II. Carry Over Request

- A. A Carry Over was approved last year to move \$127,300 from FY 21 to FY 22 to purchase the 1904 N. Illinois Property.
- B. The 1303 was not submitted but OHS will allow the program to carry over the funds to FY 23 in the construction line. This means that the Policy Council will need to approve the carry over request and then a budget amendment to move the funding from construction to personnel.

III. Continuation Grant Application

- A. L. Maue provided an update on the 23-24 grant application.
- B. The notice of award has not been received, but it should be sometime this week.
- C. There is nothing to indicate an issue with the grant award.
- D. L. Maue will notify the Policy Council when it is received.

**New Business:**

I. 2023-24 Personnel Policies

- A. L. Maue presented the revised personnel policies for the upcoming school year.
- B. Only two changes were made:
  - i. Language describing discipline for failing to comply with DCFS physical renewals
  - ii. Language describing discipline for no call/no show absences and excessive tardies.

– ***C. Fleener moved to approve the revised personnel policies, S. Clark 2<sup>nd</sup>. Personnel policies were approved.***

II. Monthly Meeting Contact

- A. L. Maue asked the council about sending a group text each month for the Policy Council reminder in addition to the email.
- B. All agreed to be included in the group text and felt it would be a more efficient way to send the reminder about the meeting.

III. Hires and Dismissals

Candidates	Degree	Placement	BRC
Supervising Teachers			
Melody Lukesh	Bachelor's ECE	JL	Cleared
Cherrelle Robinson	Bachelor's ECE	CD	Cleared
Shakitta Shannon	Bachelor's ECE	CD	Pending
Krystal Hexamer	Bachelor's Elementary Education	CD	Pending
Teachers			
Jessica Reichert	BA Educational Studies	CD	U/Cleared
CDS			
Tara Taborn	Associates ECE	MB	Pending
CDAs			
Wanda Phillips	CDA Credential	CD	Pending
Meliyah Redmond	CDA Credential	CD	Pending
Patrice Turner	Assoc. ECE	CD	Pending
Shalika Gray	CDA Credential	MB	Pending
Alison Horton	CDA Credential	MB	Pending
Candice Roesch	Assoc. ECE	MN	U/Cleared

CCAs			
Cheyenne Horton	HS	MB	Pending
Bus Monitor			
Kelvin Hill	HS	CD	Pending

- ***L. Mack moved to approve the revised personnel policies, C. Phoenix 2<sup>nd</sup>. June hires were approved.***

### **Announcements**

- The next meeting will be on August 21, 2023 at 6 pm. The last meeting of the Policy Council term will be September 18, 2023.

### **Training**

- ***On a motion by S. Hastings, S. Clark 2<sup>nd</sup> the meeting was adjourned at 6:59 pm.***

Respectfully Submitted by \_\_\_\_\_  
Cathy Phoenix, Policy Council Secretary