

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
August 19, 2024**

MEMBERS PRESENT	IN-PERSON/ VIRTUALLY	MEMBERS ABSENT	STAFF PRESENT
Anna Collums (Parent Representative, Williamson County)	In-Person	Chester Brewer (UE)	Lea Maue, Executive Director
Cerena Fleener (Parent Representative, Williamson County)	In-Person		
Deborah Golden (Community Rep, Jackson County)	In-Person		
Lolita L. Mack (Parent Representative, Williamson County)	In-Person		
Imani McHenry (Parent Representative, Jackson County)	In-Person		
Cathy Phoenix (Parent Representative, Jackson County)	In-Person		
Dillion Phoenix (Parent Alternate, Jackson County)	In-Person		
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 6:05 pm. All members present will be voting. D. Phoenix, Murphysboro Center Alternate, will be voting for representative C. Brewer.

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 June 17, 2024 meeting were reviewed.
 - **A. Collums moved to approve the June meeting minutes, S. Stout 2nd. Minutes were approved.**

Monitoring:

- I. Enrollment
 - A. L. Maue shared that the current enrollment as of the date of the meeting was 249, or 51 slots short of full enrollment.
 - B. The Carbondale facility has 21 slots to fill, Logan has 8, Murphysboro has 12 and Marion is full.
 - C. It is anticipated that these slots will be filled by September 30, 2024.

- D. All classrooms will open for the first time since the pandemic.
- E. Three assistant teachers still need to be hired in Marion, but the classrooms are open with childcare assistants.
- II. Budget
 - A. L. Maue reviewed the closing budget for FY 23-24.
 - B. Closeout is in process pending charges from the University’s Facilities and Energy Management department.
- III. University Credit Card (p-card)
 - A. July p-card charges totaling \$11,107.03 were reviewed.
 - B. Charges were for the purposes of food for centers, meeting food, training registration and travel expenses, and supplies.
 - **C. Phoenix moved to approve the July p-card charges, I. McHenry 2nd. P-Card charges approved.**

Old Business:

- I. Under-Enrollment
 - A. L. Maue shared that the one-year period for the full enrollment initiative has ended.
 - B. The program has until September 30, 2024 to be fully enrolled.
 - C. Enrollment and waitlist data show that the program is on track to be fully enrolled.
- 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.

New Business:

- I. Supplemental Health and Safety Funding Request
 - A. L. Maue presented a one-time request for additional funding of \$61,497 to meet the program’s dental and social emotional needs.
 - B. Most of the funds will be used to pay for dental work and additional hours for mental health consultants.
 - **S. Stout moved to approve the supplemental Health and Safety Request, A. Collums 2nd. The supplement was approved for submission.**
- II. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
CHILDCARE ASSISTANT			
Nicole Derossett	Some College	MN	Cleared
Lynette Dixon	High School	MB	Pending
CHILD DEVELOPMENT ASSOCIATE			
Christa Worthen	Associate’s degree-ECE	CD	Cleared
Haley Hunter	Associate’s degree-ECE	MN	Pending

BUS MONITOR			
Sylvia Bismillah	High School	CD	Cleared
Anastasia Collins	Associates Degree-general studies	CD	Pending
Bethann Waldrop	High School	CD	Pending
Latoya Lee	High School	CD	Pending
Yasmin Berner	High School	CD	Pending
INTERIM DIRECTOR			
Sue Dierks	Master's Degree—Human Development	Admin	Pending

L. Maue shared that she has been asked to be the interim Director of the Teacher Education Program at the University for the fall semester. L. Maue will continue to oversee the program as the Executive Director, but in her absence, Sue Dierks will assume oversight of the daily operations of the program in an interim capacity. L. Maue shared S. Dierk's resume and background. L. Maue stressed that this is an interim placement and if and when a permanent hire is made in the future, the Policy Council will be involved in the selection and hiring process.

- **S. Stout moved to approve the hires, I. McHenry 2nd. August hires were approved.**

Announcements

- The next meeting date will be on September 18, 2024 at **5:30 pm**. This is the Policy Council's last meeting of the year and the annual transition dinner.

Training N/A

- **On a motion by S. Stout, I. McHenry, 2nd the meeting was adjourned at 6:38 pm.**

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