

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
August 21, 2023**

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

Call to Order:

L. Maue, Executive Director, called the meeting to order at 6:20 pm. All members present will be voting. J. White, Policy Council Chair, can no longer be a member of the Policy Council because his step son will be presented for hire at this meeting.

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 June 26, 2023 meeting were reviewed.

- ***L. Mack moved to approve the June meeting minutes, N. Clarry 2nd. Minutes were approved.***

Monitoring:

- I. Budget
 - A. The FY 22-23 funds are almost spent. A small amount of approximately \$16,000 will be used to pay for a portion of the roof at Carbondale, which will zero the funds within the liquidation period.
 - B. A new format will be used to report the FY 23-24 budget. It shows the amount spent per month and encumbrances (expected charges) for the remainder of the year.
 - C. As of July 31, 2023, the program has spent \$100,173.09.

II. University Credit Card (p-card)

- A. L. Maue presented the July p-card charges totaling \$15,789.91
- B. One third of the transactions were credits and the remaining charges were for supplies, services, digital subscriptions, room rental, and conference registrations.
 - **S. Clark moved to approve the July p-card charges, N. Clarry 2nd. P-Card charges approved.**

Old Business:

No old business

New Business:

- I. Election of Chairperson
 - A. Due to J. White's departure from the Policy Council, the Chairperson position is open.
 - B. The Chair will be place through the remainder of the current Policy Council Year, which ends in September.
 - C. L. Maue encouraged those who will have children in the program next year to consider running for Chair.
 - **L. Mack, current Vice Chair, self-nominated, N. Clarry 2nd. L. Mack approved as Chair. Vice Chair will be elected in October.**
- II. New Community Representative
 - A. The program has three open Community Representative positions—one in Jackson County and two in Williamson County.
 - B. Deborah Golden, former Jackson County Representative, would like to return to serve the Policy Council starting in September.
 - **L. Mack moved to approve the appointment, S. Clark 2nd. D. Golden was approved as the second Jackson County Representative.**
- III. Under-enrollment Plan
 - A. L. Maue shared the program's under-enrollment plan, which addresses the program's continued issue of unfilled slots.
 - B. Since the pandemic, the program has been approximately 75% enrolled.
 - C. We have 12 months to be fully enrolled (97%) – that date will be July 21, 2024
 - D. Root cause analysis shows that the main reason for the under-enrollment is four closed classrooms, which accounts for 68 of the open slots. This cause will be addressed by the development of a talent acquisition plan.
 - E. The second cause was the placement of children in the afternoon double sessions. The pm sessions do not work for working families, and we do not dual enroll with the school district due to the time gap between the ending of the school districts pre-K session (10:45 am) and the start of the afternoon Head Start session (12:30 pm). The program will pilot a classroom to open in October with modified start times to serve more dually enrolled children. S. Clark and N.

Clarry shared concerns about meeting the needs of working parents. L. Maue reported that the four other full day classrooms would keep their 8 am start time and the change is intended to meet the needs of parents who work non-traditional hours and dually enrolled children.

- F. The under-enrollment report will be submitted by the September 7, 2023 deadline, but more details will be presented at the September Policy Council meeting for input.

- **S. Clark moved to approve the Under-Enrollment plan, C. Fleener 2nd. The Under-Enrollment Plan was approved.**

IV. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
LEAD TEACHERS			
Caitlin McKay	Masters ECE	MB	Pending
TEACHERS			
Lindsey Rowland	BS ECE	CD	U/Cleared
CHILD CARE ASSISTANTS			
Collin Garnett	Associates	CD	Needs Fingerprinted
BUS MONITORS			
Alanna Collins	HS	MB	Pending
Misha Davis	HS	CD	Cleared
Emily Reese	Bachelor's Anthropology	CD	Cleared
Samantha Hanson	HS	CD	Pending
Daneshia Hawkins	HS	CD	Cleared
Rally Hernandez	HS	CD	Cleared
Morchell House	HS	MB	Pending
Jay'Nesha Hunter	HS	CD	Pending
Carla Mason	HS	CD	Pending
Brittany Quarles	HS	CD	Pending
Emily Thompson	HS	CD	Pending
COOKS			
Brittany Quarles (XH)	HS Experience in food service	CD	Pending
Emily Reese	Bachelor's Anthropology	CD	Cleared
Abigail Cripps (XH)	Associate in arts	MB	Pending
COMMUNITY OUTREACH WORKERS			
Paige Morgan	Associate in arts	MN	Pending

- **L. Mack moved to approve the revised personnel policies, C. Fleener 2nd. July/ August hires were approved.**

Announcements

- The next and final meeting of the current PC year will be on September 18, 2023 at 5:30 pm. We will start with a catered dinner with the newly elected PC members. The new members will watch the final meeting, which will be brief. At the end of the meeting, departing PC members may leave and new members will receive training. All members are encouraged to attend the meeting in person next month.

Training

- ***On a motion by L. Mack, C. Fleener 2nd the meeting was adjourned at 6:50 pm.***

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