

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
September 19, 2022**

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

J. Vinyard, the Policy Council Chair, requested that L. Maue conduct the meeting because she was not feeling very well. L. Maue called the September Policy Council meeting to at 6:18 pm.

This was the last regular meeting of the 2021-22 Policy Council year. L. Maue welcomed incoming Policy Council members who were sitting in on the meeting including: Shariece Hastings (virtually), Trekila Whitfield (virtually), Tiffany Walker (in-person), Nariah Johnson (in-person) and Alexis Rodriguez (in-person).

L. Maue also congratulated the current Policy Council members who have been elected and selected to remain on the 2022-23 council including: Sonya Clark, Cathy Phoenix, and Jamey White. Shariece Hastings has moved from an alternate to a regular member.

D. Burke, secretary, 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 August 15, 2022 meeting were reviewed. Sonya Clark's name is listed twice – one needs to be removed. Also, the final financial report (FFR) is due on October 30, 2022, not October 3, 2022.

- **C. Phoenix moved to approve the minutes with these changes, S. Clark 2nd. Motion passed.**

Monitoring:

I. Monitoring Report

- A. 234 of 337 slots were filled as of 08/31/22. All available slots have been filled. There are five classrooms unopen due to staffing shortages, accounting for 80 of the unfilled slots.
- B. Daily attendance was over 80% at all sites, but children only attended for five days.
- C. This year, dental exams were provided as part of intake day. The dentist at SIU is not able to come to the centers during the school year. 57 children who received dental exams require treatment, and there is only one dentist in the area accepting Medicaid.
- D. All drills and checklists were conducted.
- E. More staff than usual received injuries last month. This was due to child behavior including biting, scratching, and hitting staff.
- F. A section was added to document the new Standards of Conduct checklist data. This will not be entered until the October meeting.
- G. There are 21 children with documented IEPs and four in the referral process. Considering this is the first month of the school year, this number is higher than other years.
- H. Coaching has not started for the program year.

II. Budget

A. FY 21-22

- i. All funds are projected to be spent out. Basic is projected to be overspent by \$25,000, but this number continues to change.
- ii. Charges still posting due to expenses for work conducted in June.
- iii. The windows and doors project at the Carbondale facility is almost complete, with all operational classrooms complete.
- iv. ARP and CARES are projected to be spent by the end of the calendar year.

B. FY 22-23

- i. The program year just started, so charges to grant are minimal.
 - ii. Most of the charges are related to salaries and fringe benefits.
 - iii. Including in-kind, the program budget is approximately \$4.9 million.
- **S. Clark moved to approve the budget report, J. White 2nd. Motion passed.**

C. University Credit Card

- i. L. Maue presented the August p-card charges totaling \$-133.28. Most of the activity from August was related to credits.
- **D. Burke moved to approve the August p-card charges, C. Stanley 2nd. Motion passed.**

Old Business:

- I. Area of Non-Compliance and Corrective Action
 - A. L. Maue reviewed the status of the Corrective Action Plan for the Area of Non-Compliance related to child behavior management.
 - B. The compliance date for corrective action was September 15, 2022.
 - C. There was an initial meeting scheduled on September 16, 2022 with the reviewers, and the final review date is set for September 23, 2022.
 - D. J. Vinyard, the Policy Council Chair, will attend the review.
 - E. L. Maue wasn't sure when the results would be received, but it could be 45 days. She will alert the Policy Council as soon as they're received.

New Business:

- I. Deficiency
 - A. L. Maue shared that, as expected, the incident where a child was left at a park in Murphysboro in spring has resulted in a deficiency finding.
 - B. The notification was emailed to all current PC members on September 6, 2022.
 - C. The program has 30 days to comply, and the compliance date is October 3, 2022.
 - D. As reviewed in last month's meeting, the program has put multiple corrective action measures into place and was proactive in expecting this result.
 - E. L. Maue presented the Corrective Action Plan, which has been created from the Continuous Improvement Plan reviewed last month.
 - F. T. Walker suggested adding a step using walkie-talkies on field trips, and all members agreed that should be included. L. Maue will add to the plan.
 - **J. White moved to approve the Corrective Action Plan for the Deficiency, C. Stanley 2nd. Motion passed.**

II. Hires and Dismissals

The following were presented to the council for hire pending University approval:

NAME	POSITION	CENTER
Ellis-Moore, Orlando	Bus Monitor	CD
Davis, Misha	Bus Monitor	CD
Gails, Maria	Ellis-Moore, Orlando	CD
Gray, Shalika	Bus Monitor	MB
Green, Kaci	Asst. Teacher	CD
Horton, Cheyenne	Bus Monitor	MB
McCoy, Keven	Bus Monitor	CD
Mills, Jessica	Bus Monitor	JL
Moore, Devonte	Bus Monitor	CD
Sutton, China	Bus Monitor	MB

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

Announcements

L. Maue thanked the departing members for their time and dedication to the program, including J. Vinyard, C. Stanley, and D. Burke.

The first meeting of the 2022-23 Policy Council meeting will be held on October 17, 2022 both in person and online.

- **On a motion by S. Clark, J. White 2nd the meeting was adjourned at 6:59 pm.**

Respectfully Submitted by _____.
Jasmine Vinyard, Policy Council Chair