

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
September 20, 2021**

Members Present	In-Person/ virtually	Members Absent	Staff Present
Danielle Burke (Parent Alternate, Jackson County)	In-Person	Heather Baum	Laura Duckworth
Britannie Coryell (Parent, Williamson County)	In-Person	Karen Carbajal	Joyce Guy
Danielle Jack-James (Parent, Jackson County)	Virtually	Katie Day	Lea Maue
Lori Longueville (Community Rep, Williamson County)	Virtually	Cheryl Walton	
Samantha Smothers (Parent, Jackson County)	In-Person		
Jasmine Vinyard (Parent, Jackson County)	In-Person		
Jamey White (Parent, Williamson County)	In-Person		

J. Vinyard, Chairperson, called the September Policy Council meeting to order on both in-person and via zoom at 6:11 pm. L. Maue welcomed the incoming Policy Council members who were observing the meeting, including: Deborah Golden, Keith Cummings, Sonya Clark, and Krista Hasty. L. Longueville suggested recording the zoom meeting to aid in the preparation of minutes, and all agreed.

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:

The minutes of the regular June 21, 2021 meeting were reviewed.

- **S. Smothers moved to approve the minutes, B. Coryell 2nd. Motion passed.**

Monitoring:

I. Budget

- A. L. Maue shared that all FY 20-21 funds have been expended and the final financial report has been prepared reflecting this.
- B. L. Maue presented an overview of FY 21-22 funds to date. Because it's still early in the year, each budget has a hefty balance.
 - i. Basic and T/TA balance: \$3,574,863
 - ii. CARES/ARP balance: \$398,977.78
- C. The program is exploring the most appropriate use of the CARES/ARP funds and seeks Policy Council input.

- D. L. Maue shared the good news that the Health Supplement of \$211,174 requested in the spring to build a road and parking lot at the Carbondale/admin centers has been approved. Work should commence in the spring when asphalt can be poured.
- II. University Credit Card
 - A. The p-card statements for June, July, and August were reviewed.
 - B. Most charges were related to the purchase of supplies for the new school year, furniture and technology.
- **L. Longueville moved to approve the minutes, S. Smothers 2nd. Motion passed.**

Enrollment:

- I. L. Maue presented the program's enrollment effective 9/20/2021.
- II. 220 of 253 slots are currently enrolled. Children continue to be enrolled and the 33 slots should be filled from the pre-enrollment list by the end of the month.
- III. Four classrooms cannot be open due to staff shortages, reducing the number of possible enrollments by 81.

Old Business:

- I. COVID cases at centers continue to climb.
- II. Carbondale was forced to transition two classrooms to remote learning, Murphysboro one, and Marion one.
- III. These cases are being reported to DCFS and the health department, and L. Maue is working closely with the health departments to make decisions about program operations.
- IV. President Biden recently issued an executive order mandating vaccination for all federal employees (including Head Start programs). This should go into effect by January 1, 2022, but the program is waiting for the interim final rule to be published, which should happen by late September or early October.

New Business:

- I. PIR
 - A. L. Maue presented the 20-21 Program Information Report.
 - B. This is a report required for all programs and is submitted annually by August 31.
- II. Focus Area One (FA1) Federal Monitoring Review
 - A. The program received notification that it will receive an FA1 review the week of October 18.
 - B. This will be conducted virtually.
 - C. The purpose of the review is to establish a baseline and demonstrate how the program operates and how it's working towards its established goals.
 - D. Policy Council members are invited to attend the kick off meeting on October 18 from 9-10:30 am. L. Maue will send the agenda and link for anyone who would like to attend.

III. Hires and Dismissals

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

NAME	POSITION	CENTER
Martine Wiley	Bus Monitor	CD
Barbara Wooley Dewalt	Bus Monitor	CD
Jessica Mayhew	Assistant Teacher	CD
Madison Lacy	Bus Monitor	CD
Alison Horton	Bus Monitor	MB
Jaccuarre Bankhead	Bus Monitor	MB
Ashley Lindsey	Bus Monitor	MB
Nicole Farmer	Child Care Assistant	MN
Gregory Jones	Bus Monitor/Bus Driver	JL/MN
Amanda Morgan	Bus Monitor/Bus Driver	JL/MN

– **D. Burke moved to approve the hires, S. Smothers 2nd. Motion passed.**

Training:

New Policy Member training will be held at the conclusion of the regular meeting.

Announcements

I. The first Policy Council meeting of the 2021-22 program year will be held on October 18 at 6 pm.

– **On a motion by S. Smothers, C. Stanley 2nd the meeting was adjourned at 7:13 pm.**

Respectfully Submitted by _____.
Jasmine Vinyard, Policy Council Chair