

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
September 16, 2024**

MEMBERS PRESENT	IN-PERSON/ VIRTUALLY	MEMBERS ABSENT	STAFF PRESENT
Anna Sloan (Parent Representative, Williamson County)	In-Person	Chester Brewer (UE)	Sue Dierks, Interim Director
Cerena Fleener (Parent Representative, Williamson County)	In-Person	Cathy Phoenix (E)	Lea Maue, Executive Director
Deborah Golden (Community Rep, Jackson County)	In-Person	Deborah Wills (E)	
Lolita L. Mack (Parent Representative, Williamson County)	In-Person		
Imani McHenry (Parent Representative, Jackson County)	In-Person		
Samantha Stout (Parent Representative, Jackson County)	In-Person		

Call to Order:

L. Mack, Chairperson, called the meeting to order at 6:04 pm. All members present will be voting. This was the last regular meeting of the 2023-24 Policy Council year. L. Maue welcomed incoming Policy Council members who were sitting in on the meeting including: Dionna Deveille-Johnson, Parent Representative, Carbondale; Wilma Vaughn, Parent Alternate, Carbondale; and Guadalupe Lopez, Parent Alternate, John A. Logan.

L. Maue recognized the work of Lolita L. Mack, departing chair and congratulated the current Policy Council members who have been elected and selected to remain on the 2024-25 council including: Cerena Fleener, Cathy Phoenix, and Samantha Stout.

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 19, 2024 meeting were reviewed.

- ***C. Fleener moved to approve the August meeting minutes, S. Stout 2nd. Minutes were approved.***

Monitoring:

- I. Monitoring Report
 - A. 233 of 337 slots were filled as of 08/31/24. This is two less slots filled than at the same time last year. The monitoring report is a snapshot of the program on 8/31/23, and there were only five days of school at the end of the month.
 - B. Program-wide average daily attendance was 93.49%.

- C. All classrooms are open, but staffing is still thin. Three Asst. Teacher positions remain vacant.
 - D. Bussing is an issue for enrollment. Bussing has not started at Marion or Logan due to lack of bus monitors for both centers. 33.9% of absences were due to lack of transportation.
 - E. CACFP reimbursements were \$8,137.28. This funding will increase as enrollment goes up and attendance improves.
 - F. All drills and checklists were conducted.
 - G. There are 16 children with documented IEPs. The program is required to serve 10%, or 29 children during the program year.
- I. Budget
 - A. L. Maue reviewed the closing budget for FY 24-25.
 - B. Closeout is in process pending charges from the University's Facilities and Energy Management department, but it is anticipated that the budget will be overspent by approximately \$20,000, which will be moved to overhead (unrestricted) funds.
 - II. University Credit Card (p-card)
 - A. August p-card charges totaling \$6,182.35 were reviewed.
 - B. Charges were for the purposes of food for centers, lawn care, subscriptions, and supplies.
 - **A. Sloan moved to approve the August p-card charges, D. Golden 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.
- III. Health and Safety Supplement
 - A. The supplement has been revised and resubmitted.
 - B. L. Maue believes that the supplement will be approved for increasing mental and dental health services.

New Business:

- I. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
BUS MONITOR			
Christa Worthen	Associate's degree-ECE	CD	Cleared
FCP COORDINATOR			

Davis, Patricia	MS, Early Childhood	Admin	Pending
BUS MONITOR			
Barbary, Izaya	High School	CD	Pending
Blair, Tenekwa	High School	CD	Pending
Summers, Brittany	High School	CD	Pending
Wells, Brianna	High School	CD	Pending
Woods, Chloe	High School	CD	Pending

- ***S. Stout moved to approve the hires, C. Fleener 2nd. September hires were approved.***

Announcements

- The first meeting of the 2024-25 Policy Council will be held on October 21, 2024 at 6 pm. Meetings are hybrid, with options to attend in person or virtually.
- L. Maue will reach out to new members to schedule a virtual orientation to the Policy Council prior to the next meeting.

Training N/A

- ***On a motion by A. Sloan, I. McHenry, 2nd the meeting was adjourned at 6:41 pm.***

Respectfully Submitted by _____
Policy Council Chairperson