

**SIU CARBONDALE HEAD START  
POLICY COUNCIL  
MEETING MINUTES  
September 18, 2023**

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

**Call to Order:**

L. Mack, Chairperson, called the meeting to order at 6:06 pm. All members present will be voting.

This was the last regular meeting of the 2022-23 Policy Council year. L. Maue welcomed incoming Policy Council members who were sitting in on the meeting including: Imani McHenry, Parent Representative, Carbondale; and Madison Henderson, Parent Alternate, Marion. L. Maue also welcomed Jamey White, former Policy Council Chair and guest.

L. Maue also congratulated the current Policy Council members who have been elected and selected to remain on the 2023-24 council including: Cerena Fleener, Lolita L. Mack, and Cathy Phoenix.

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 21, 2023 meeting were reviewed.

- ***C. Phoenix moved to approve the August meeting minutes, C. Fleener 2<sup>nd</sup>. Minutes were approved.***

**Monitoring:**

- I. Monitoring Report
  - A. 235 of 337 slots were filled as of 08/31/23. This is one less than this time last year. The monitoring report is a snapshot of the program on 8/31/23, and there were only six days of school at the end of the month.

- B. The program enrolled more foster and homeless children by the end of August than it normally does in an entire year.
- C. Program-wide average daily attendance was 94.40%; attendance tends to be high at the beginning of the year.
- D. Centers with a large number of vacancies (Carbondale, Marion) have more children on the pre-enrolled list than vacancies. Community Workers are working with parents to get the needed health to get children started.
- E. Two classrooms remain closed due to staff shortages – one full day in Carbondale and one in Marion. With a recent hire in Carbondale and an anticipated hire in Marion, all classrooms are expected to open by 11/1/23.
- F. Double session pm classes are struggling to enroll children. This option is not appealing to parents. There was some discussion around transporting from the Child Development Lab or District 95 to dual enroll children but ending times at the other pre-k programs are a barrier to dual enrollment.
- G. 43.5% of absences were due to illness. Child and staff illness is high and a number of teachers and children have tested positive. The program is following CDC guidelines.
- H. CACFP reimbursements were \$8,620. This funding will increase as enrollment goes up and attendance improves.
- I. No significant accidents or injuries to report. One bee sting at Carbondale.
- J. All drills and checklists were conducted.
- K. There are 17 children with documented IEPs and two in the referral process. The program is required to serve 10%, or 35 children during the program year.
- L. Behavior Incident Reports (BIRs) indicate that physical aggression during transitions and outside play towards teachers was the most reported challenging child behavior.
- M. Child Outcomes from PY 22-23 show growth in all areas for both three and four-year-olds.

## II. Budget

- A. Two accounts: Basic Operations and Training and Technical Assistance
- B. Total expenditures through August 31, 2023 total 358,904.70.
- C. It's early in the year, but L. Maue reports that the budget will be tight this year due to roof installation at the Carbondale center.
- D. \$46,681.55 in in-kind was generated in August, bringing the percentage for the year to 4.39%.

## III. University Credit Card (p-card)

- A. L. Maue presented the August p-card charges totaling \$16,310.50
- B. Charges were for classroom and office supplies and recruitment.
  - **S. Clark moved to approve the August p-card charges, C. Phoenix 2<sup>nd</sup>. P-Card charges approved.**

**Old Business:**

- I. Under-enrollment Plan
  - A. L. Maue provided an update on the under-enrollment plan, which was submitted to OHS on 9/5/23.
  - B. Focus is on two areas: staffing and the double session pm sessions.
  - C. Although it's anticipated that the program will be fully staffed as of November 1, administration is working with University HR in the creation of a talent acquisition plan.
  - D. L. Maue shared that the program intends to submit an enrollment reduction to change a double session in Carbondale and one in Marion to full day classrooms and reduce enrolment by 30 children.
  - E. A special meeting may be necessary before October to approve the request, which will take approximately 120 days to be approved by OHS.

**New Business:**

II. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
<b>LEAD TEACHERS</b>			
Jamie Lomax	Bachelor's El Ed	MN	Pending
<b>BUS MONITORS</b>			
Mark Gilmore	HS	JL	Pending
Connie Kirksey	HS	CD	Pending
Jalisa Miller	HS	CD	Cleared
<b>EXTRA HELP COOK</b>			
Marcus McNally	HS	CD	Pending
<b>COMMUNITY OUTREACH WORKERS</b>			
Misha Davis	HS	CD	Cleared

- ***C. Fleener moved to approve the revised personnel policies, S. Clark 2<sup>nd</sup>. September hires were approved.***

**Announcements**

- The first meeting of the 2023-24 Policy Council will be held on October 16, 2023 at 6 pm.

**Training**

- ***On a motion by S. Clark, C. Phoenix 2<sup>nd</sup> the meeting was adjourned at 6:45 pm.***

Respectfully Submitted by \_\_\_\_\_  
 Lolita L. Mack, Policy Council Chair