

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

Members Present	Members Absent	Staff Present	Guests Present
Danielle Jack James	Heather Baum	Lea Maue	
Lori Longueville	Katie Day		
Samantha Smothers (A)	Jessica Hernandez		
Jasmine Vinyard	Brandi Pyatt		
Cheryl Walton	Brenda Rombaut		
Jamey White			

J. Vinyard, Chairperson, called the January Policy Council meeting to order on January 20, 2021 at 10:34 am via zoom. In the absence of an elected secretary, Dr. Maue conducted roll call and found there was a quorum.

Meeting Minutes:

The minutes of the regular November 16, 2021 meeting were reviewed.

- ***L. Longueville moved to approve the minutes, C. Walton 2nd – Motion passed.***

Monitoring

- I. Monthly Monitoring Report
 - A. 228 of 337 funded slots enrolled at end of December. All full day in-person slots are full, and there are 6 openings in the afternoon section of one class. Fully-remote has a number of openings. Families are not interested or are struggling in the remote option.
 - B. There are 85 families on waiting list, 54 of which are income eligible. All of these families are interested in center-based option.
 - C. Some remote families who have been receiving food delivery are completely disengaged from remote learning and not responsive to contact. D. Jack-James suggested having Community Workers go out on food delivery and speak with the parents to see what the barriers are.
 - D. CACFP reimbursements are down dramatically due to unenrolled slots.
 - E. Working to get all children up-to-date on health requirements, including fully-remote children. Seven children are approaching the 90-day deadline.
 - F. All safety drills and checklists have been completed, and there are no outstanding issues to resolve.
 - G. As of December, 20 children with a documented disability are enrolled. The Disabilities Specialist resigned effective January 11, 2021, so this will add another barrier to meeting the 34 child (10%) requirement.
- II. FY 20-21 Budget

Dr. Maue reviewed the status and expenditures of the current budget.

 - A. The Basic grant is 43.36% spent.

- B. Training and Technical Assistance (T/TA) is 68.26% spent. A majority of this fund tends to be used in the spring.
- C. Dr. Maue reviewed the start up budget and how it will be spent out.

III. P-Card Charges

University credit card charges for both basic and COVID funds were reviewed for November 2020.

- **C. Walton moved to approve p-card charges, D. Jack-James 2nd – Motion passed.**

University credit card charges for both basic and COVID funds were reviewed for December 2020.

- **S. Smothers moved to approve p-card charges, C. Walton 2nd – Motion passed.**

Old Business:

I. COVID Update

- A. The revised learning plan has been posted to the website. No significant changes to begin the new year.
- B. DCFS guidance changed in December to allow classrooms to operate at full capacity. The program will start the year with 10 children per classroom and add children slowly and as deemed safe.
- C. An additional \$250,000 of CARES funding was approved for Head Start at the end of 2020. There's no word how that will be awarded to programs. If awarded in a similar funding formula to the first round of CARES funds, Dr. Maue anticipates receiving @\$100,000.
- D. About 50% of staff have signed up to be immunized over the course of the next few weeks.

II. Shared Governance Plan

- A. The revised Shared Governance Plan, including the Impasse Procedures were reviewed. No significant changes were proposed.
 - **L. Longueville moved to approve the Shared Governance Plan, J. White 2nd – Motion passed.**

New Business:

I. COLA Budget Revision

- A. Due to issues with Collective Bargaining at the University, the program cannot award the 2% to Head Start staff.
- B. The funds allocated for the 2% increase and accompanying fringe benefit costs will be re-allocated to supplies and other budget line to cover higher operating costs.
- C. The budget and narrative were reviewed.
 - **S. Smothers moved to approve the COLA Budget Revision, D. Jack-James 2nd – Motion passed.**

II. Health Supplement

- D. The application for supplemental health funds was reviewed.

- E. The program is requesting \$211,174 for the construction of a parking lot and road at the newly acquired property.
- F. This will increase safety by allowing buses to pull in front of the center door without backing up and create more parking for parents.
 - **L. Longueville moved to approve the Proposed Health Supplement, S. Smothers 2nd – Motion passed.**

III. Vehicle Purchase Budget Revision

- A. Agency van 344 was involved in an accident in October 2020. The employee was not injured, but the vehicle was totaled.
- B. The University received a \$10,587 insurance payout that was credited to the other budget line.
- C. The budget request proposes to move this amount to the equipment line to partially fund the purchase of a replacement vehicle. The additional funds will come from the overhead account.
 - **S. Smothers moved to approve the budget revision, J. White 2nd – Motion passed.**

IV. Hires and Dismissals

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

NAME	POSITION	CENTER
Paula Beckham	Office Systems Assistant	Admin
Laura Perrigey	Child Development Associate	CD
Michael Douglas	Bus Monitor	CD
Edith Grant	Bus Monitor	CD

- **D. Jack-James moved to approve the hires, C. Walton 2nd – Motion passed**

Training

Training was postponed until the February meeting.

Announcements

- I. The next meeting date is February 15, 2021 at 6 pm.
- II. Self-assessment is February 12, 2021 from 8 am to noon.
- III. Hiring for bus drivers, monitors, and teachers.

- **On a motion by S. Smothers, J. White 2nd the meeting was adjourned at 11:47 am.**

Respectfully Submitted by _____.
Jasmine Vinyard, Policy Council Chair