

**SIU CARBONDALE HEAD START  
POLICY COUNCIL  
MEETING MINUTES  
January 23, 2023**

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

**Call to Order:**

J. White, Policy Council Chair, called the meeting to order at 6:13 pm. All members present will be voting. Cereena Fleener will be voting for Alexis Rodriguez as the alternate for the John A. Logan center.

The Secretary, Cathy Phoenix, was participating virtually and unable to take minutes. In her place, L. Maue 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 December 19, 2022 meeting were reviewed.

- **S. Hastings moved to approve the minutes with these changes, L. Mack 2<sup>nd</sup>. Minutes were approved.**

**Monitoring:**

- I. Monitoring Report
  - A. 256 of 337 enrollment slots were filled as of 12/31/22 (76%).
  - B. The program continues to be underenrolled due to staff shortages.

- C. There are 119 children (94 income eligible) on the wait list that cannot be placed due to staff shortages. Four classrooms remain unopen due to the program's struggle to hire Teachers.
- D. Average daily attendance was low at all centers due to illness.
- E. The primary reason for absence was illness.
- F. CACFP reimbursements were lower than usual due to low attendance and smaller number of attendance days in December.
- G. Connecting children and families to dental treatment is an ongoing issue. Systems are in place to ensure the 90-day exam deadline has been met, but children needing treatment after the exam are not receiving it.
- H. Parent participation continues to be low.
- I. All drills and checklists were conducted.
- J. Checklists related to the recent area of non-compliance and deficiency show that the program is monitoring its correction action plan.
- K. Teacher and parent-performed DECA screenings show a big difference between how teachers and parents view child social emotional skills. Parents tended to mark concerns for children that teachers did not.
- L. 26 enrolled children have a current Individualized Education Plan, or IEP. There are 12 referrals in process. The program is on track to meet the 10% requirement, despite not being fully enrolled.
- M. Parent/Teacher conference data show a high rate of no-show at the Carbondale facility (more than half)
- N. Fall 2022 child outcome data shows the lowest baseline scores the program has ever experienced.
- O. 44.5 hours in mental health hours were provided in December. This is twice as much as last year.

## II. Budget

- A. The program spent \$1,544,227 year to date of its operations budget, or 40%.
- B. T/TA is spent out.
- C. It appears that CARES and ARP will not be spent by end of the budget period – 3/31/23. A carryover request will more than likely need to be submitted so that the balance of the funds can be used for the playground/outdoor classroom project.
- D. 43% of the program's in-kind requirement has been met. It's unclear if the program will need to submit a Non-Federal share waiver. April projections should provide a clearer picture.

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

- A. L. Maue presented the December p-card charges totaling \$1,78.66.
- B. All charges were related to T/TA travel for the Executive Director.
  - **C. Phoenix moved to approve the December p-card charges, S. Clark 2<sup>nd</sup>. P-Card charges approved.**

**Old Business:**

- I. Area of Non-Compliance Corrective Action
  - A. Compliance date was September 15, 2022
  - B. The Executive Director has not heard anything from the Office Head Start.
  
- II. Deficiency Corrective Action
  - A. The compliance date was October 23, 2022.
  - B. The Executive Director has also not heard from the Office of Head Start about the results. As soon as a determination has been received, the Governing Board will be immediately notified.
  
- III. Purchase of 1904 N. Illinois
  - A. The purchase for \$104,000 using unrestricted funds will go to the University Board of Trustees for approval on February 9, 2023.
  - B. If and when the 1303 application is approved by the Office of Head Start, those charges will be moved to FY 22 operations.

**New Business:**

- I. Approval of Policy and Procedure
  - A. L. Maue presented the program’s proposed new policy for case noting – E.I(i) and accompanying procedure.
  - B. The policy establishes expectations for timely and accurate case notes.
- **S. Hastings moved to approve the case noting policy, L. Gibson 2<sup>nd</sup>. Motion passed.**
- II. Self-Assessment
  - A. The Community Wide meeting will be on February 3, 2023 at the Carbondale Civic Center from 10 am-3 pm
  - B. All Policy Council members are encouraged to attend. Please let L. Maue know if you can attend by January 25, 2023.
  
- III. Hires and Dismissals  
The following were presented to the council for hire pending University approval:

NAME	POSITION	CENTER
Casey, Gianna	Teacher	JL
Ronchetto, Naylin	Supervising Teacher	MB
Crews, Kendra	Coach	Admin
Curtis, Janae	Child Care Assistant	CD

- **L. Mack moved to approve the hires, L. Gibson 2<sup>nd</sup>. Motion passed.**

### **Training**

L. Maue presented an overview of the funding application process and requirements, including budget.

### **Announcements**

- The next meeting will be on February 20, 2023 at 6 pm.
- **On a motion by S. Clark, C. Phoenix 2<sup>nd</sup> the meeting was adjourned at 6:59 pm.**

Respectfully Submitted by \_\_\_\_\_  
J. White, Policy Council Chair