

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
October 17, 2022**

| Members Present | In-Person/ virtually | Members Absent | Staff Present |
|--|---------------------------------|---------------------------|---------------------------------|
| Sonia Barnett (Parent Representative, Williamson County) | In-Person | Natasha Clarry | Lea Maue. Executive Director |
| Sonya Clark (Community Representative, Jackson County) | Virtually | Rachel Dalesso | Abigail Moberly |
| Cereena Fleener (Parent Alternate, Williamson County) | Virtually | Jamey White | |
| Kayla Gonzalez (Parent Alternate, Jackson County) | In-Person | | |
| Shariece Hastings (Parent Representative, Jackson County) | Virtually | | |
| Lolita L. Mack (Parent Representative, Williamson County) | In-Person | | |
| Cathy Phoenix (Parent Representative, Jackson County) | In-Person | | |
| Dillon Phoenix (Parent Alternate, Jackson County) | In-Person | | |
| Trekila Whitfield (Parent Representative, Jackson County) | Virtually | | |

Call to Order:

Being the first meeting of the Policy Council year and a chair has not been elected, L. Maue called the meeting to order at 6:08 pm. D. Phoenix will be voting as the alternate for N. Clarry. K. Gonzalez will be voting as the alternate for Rachel Dalesso. C. Fleener will not be voting.

In the absence of an elected secretary, 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.

L. Maue welcomed the group and introductions were conducted.

Meeting Minutes:

The minutes of the regular September 19, 2022 meeting were reviewed.

C. Phoenix moved to approve the minutes with these changes, D. Phoenix 2nd. Motion passed.

Monitoring:

I. Monitoring Report

- A. L. Maue explained the importance of the monitoring report. It takes a significant portion of the meeting to review.
- B. 250 of 337 enrollment slots were filled as of 09/30/2022.
- C. There are 115 children on the wait list but cannot be placed due to staff shortages. Four classrooms remain unopen due to the program's struggle to hire Supervising Teachers.
- D. Daily attendance was over or close to 85% at all sites.
- E. 115 children are classified as chronic absences. 48.9% of children were out due to illness.
- F. Dental is always a struggle. Shawnee Dental is not currently accepting new patients and SIU Dental is booked through January. The program's 90-day deadline for children to receive a dental exam is November 18, 2022. The new dentist's office (Egyptian Dental) has agreed to see students at the Medicaid rate.
- G. All drills and checklists were conducted.
- H. There were 15 injuries at the Carbondale center due to child aggression.
- I. The new Standards of Conduct checklist shows that all classrooms are compliant with the program's code of conduct.
- J. Five classrooms went on a field trip last month and followed the new field trip procedure.
- K. 23 enrolled children have a current Individualized Education Plan, or IEP. There are 9 referrals in process. Per the Head Start Act, the program is required to serve 10% of its funded enrollment (34) to children with a documented disability.
- L. 222 home visits were conducted in September.
- M. The new system for collecting information on challenging behavior is the Behavior Incident Report (BIR). BIR data for September shows that the most common issue reported was physical aggression during self-selection.

II. Budget

A. Overview

- i. L. Maue reviewed the Policy Council's role in reviewing the budget each month. All funds are projected to be spent out.
- ii. The Governing Board is fiscally responsible for the grant.

B. Operations

- i. Operations funding is the primary grant supporting the program.
- ii. The balance is \$3,244,559.
- iii. Employee salaries and fringe benefits are a significant portion of the budget.

C. Training and Technical Assistance (T/TA)

- i. This funding can only be used for training and professional development
- ii. The current balance is \$36,375.

- iii. A number of employees attended conferences in October, so there will be some activity reported at the next meeting.
- D. Consolidated Appropriates
 - i. This is the second part of the CARES Act funding.
 - ii. The account shows a balance of \$9,919.
 - iii. This should be spent before the end of the calendar year.
- E. American Rescue Plan (ARP)
 - i. The program received \$403, 221 in ARP funds.
 - ii. The current balance is \$228,850.
 - iii. A big portion of this funding was used to install the windows and doors in the classrooms at the Carbondale facility.
 - iv. Charges for the work in Carbondale have not all posted yet.
- F. Health and Safety
 - i. The program requested and received \$211,174 to build a road and parking lot at the Carbondale facility'
 - ii. This work has been completed but due to increased costs of materials, the account is currently \$38,405 overspent.
- G. In-Kind
 - i. The program is required to generate \$969,160 in non-federal share or "in-kind."
 - ii. As of 9/30/22, 136,378 or 14% has been reported.
 - iii. L. Maue reminded members that each hour spent at a Policy Council meeting generates \$71.16 for the program.
 - iv. Parent volunteers generate \$30.02 per hour.

III. University Credit Card

- A. L. Maue explained the p-card and purchasing system used to make sure charges are appropriate and allowable.
- B. L. Maue presented the September p-card charges totaling \$3,125.25.
- C. Most of the activity in September was related to Professional Development.
 - **S. Hastings moved to approve the September p-card charges, L. Mack 2nd. Motion passed.**

Old Business:

- I. Supplemental Health Funds
 - A. L. Maue explained that Head Start had additional funds to award last month.
 - B. The program requested and has been awarded \$156,920.
 - C. This is good news. The additional funding will pay for fob classroom entries and new security cameras at the Carbondale and Marion facilities, the ADA-compliant ramp at the front administrative office and cover the extra charges from the health and safety supplement used to construct the new road and parking lot.

- II. Area of Non-Compliance and Corrective Action
 - A. L. Maue explained the incident leading up to finding of an Area of Non-Compliance by the federal government.
 - B. The program designed and executed a corrective action plan.
 - C. The compliance date was September 15, 2022.
 - D. The review meeting was held on September 22, 2022
 - E. Results are not expected for at least 45 days.
- III. Deficiency
 - A. L. Maue provided an overview of an incident occurring on May 17, 2022 in which a child at the Murphysboro Center was left at a park after a recognition event.
 - B. The federal government reviewed the incident and determined that the program was deficient in providing active supervision.
 - C. The program had thirty (30) days to comply, with a compliance date of October 3, 2022.
 - D. A corrective action plan was developed and implemented within the compliance window.
 - E. L. Maue anticipates that the initial planning meeting for the review will occur this week.

New Business:

- I. Officer Elections
 - A. L. Maue reviewed the responsibilities for the four officer positions listed in the by-laws: Chairperson, Vice Chairperson, Secretary, and Co-Secretary.
 - B. L. Maue nominated J. White for chair, L. Mack self-nominated for Vice-Chair, C. Phoenix self-nominated for Secretary, and S. Barnett self-nominated for Co-Secretary.
 - C. No other individuals were interested in a leadership role, so a vote was not necessary.
 - **L. Mack moved to elect the slate of candidates, S. Clark 2nd. Motion passed.**
- II. Policy Council Committees
 - A. As part of the by-laws, there are four (4) committees that Policy Council members can be a part of.
 - B. The elected officers make up the Executive Committee.
 - C. The Personnel Committee must have representation from at least two centers and this group reviews and approves hires in between regular monthly meetings and also participates in the hiring process as available.
 - D. The Finance Committee must have at least three members, with at least one parent represented. This group reviews the annual budget and guides the used of the Parent Activity Fund.
 - E. The By-Laws Committee has three members, two of which must be parents. This group recommends revisions to the by-laws.
 - F. Committee sign-up will be held at the November meeting.

- III. 1303 Application
 - A. L. Maue reviewed the 1303 Application approved in June by the previous Policy Council.
 - B. A 1303 is an application to purchase, construct, or renovate facilities.
 - C. The program intends to use \$127,300 of FY 21 funding to purchase and demolish the home and shed adjacent to the Carbondale Center.
 - D. The application has not been submitted, but L. Maue anticipates that it will be sent for review by October 24, 2022.

- IV. Hires and Dismissals
 The following were presented to the council for hire pending University approval:

| NAME | POSITION | CENTER |
|---------------------------|-------------|--------|
| Blackstone-Haynes, Bianca | Bus Monitor | CD |
| Bryant, Kristine | Bus Monitor | CD |
| English, Rhonda | Bus Monitor | CD |
| Lewis, Tamia | Bus Monitor | CD |
| McLorn, Jennifer | Bus Monitor | MN |
| Norman, Lora | Bus Monitor | CD |
| Smith, Laquana | Bus Monitor | MN |

- **C. Phoenix moved to approve the hires, D. Phoenix 2nd. Motion passed.**
- V. Approval of Community Representatives
 - A. L. Maue excused S. Clark from the meeting so that the group could vote on her participation.
 - B. L. Maue shared that three of four community representative seats are open.
 - C. S. Barnett suggested John Steve.
 - D. L. Maue shared S. Clark’s background on the Policy Council as a former parent and work at the Survivor’s Empowerment Center in Carbondale.
- **S. Barnett moved to approve S. Clark as the Jackson County Community Representative, K. Gonzalez 2nd. Motion passed.**

Announcements

- Fall Fest is October 22, 2022 from 9 am – 12:00 pm at the Carbondale Center.
- The next meeting will be on November 21, 2022 at 6 pm.
- **On a motion by T. Whitfield, S. Hastings 2nd the meeting was adjourned at 7:27 pm.**

Respectfully Submitted by _____
 C. Phoenix, Policy Council Secretary