

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
October 16, 2023**

Members Present	In-Person/ virtually	Members Absent	Staff Present
Brewer, Chester (Parent Representative, Jackson County)	In-Person	La’Naylah Clarry	Lea Maue, Executive Director
Cerena Fleener (Parent Representative, Williamson County)	In-Person	Jayla Smith	
Deborah Golden (Community Rep., Jackson County)	In-Person		
Lolita L. Mack (Parent Representative, Williamson County)	In-Person		
Imani McHenry (Parent Representative, Jackson County)	In-Person		
Cathy Phoenix (Parent Representative, Jackson County)	In-Person		
Dillion Phoenix (Parent Alternate, Jackson County)	In-Person		
Cody Stout (Parent Alternate, Williamson County)	In-Person		
Samantha Stout (Parent Representative, Williamson County)	In-Person		
Deborah Wills (Community Rep., Williamson County)	In-Person		

Call to Order:

L. Mack, Chairperson, called the meeting to order at 6:10 pm. Cody Stout will be voting for La’Nayla Clarry and Dillion will not be voting.

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 September 18, 2023 meeting were reviewed.

- **C. Fleener moved to approve the September meeting minutes, C. Phoenix 2nd. Minutes were approved.**

Monitoring:

I. Monitoring Report

- A. 268 of 337 (79.5%) slots were filled as of 09/30/23. More information about enrollment will be provided in the Underenrollment Report update.
- B. Program-wide average daily attendance was 88.69%. This is excellent and the highest for a full month since pre-pandemic.
- C. Logan recorded the highest ADA with 90.21%
- D. 15 children in Carbondale and 7 in Marion are pre-enrolled but have not started due to outstanding health requirements. Family service staff are working with families to obtain these so that the children can start.
- E. 41.2% of absences were due to illness.
- F. CACFP reimbursements were \$31,097 in September. This is an increase of \$9,146 from the same time last year due to increased enrollment and improved attendance.
- G. Obtaining dental treatment remains a struggle for families.
- H. Parent meeting numbers for September were excellent – highest attendance since pre-pandemic.
- I. High caseloads for Community Workers in Carbondale and Marion are being addressed.
- J. All drills and checklists were conducted.
- K. There are 18 children with documented IEPs and four 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 outside play towards peers was the most reported challenging child behavior.

II. Budget

- A. Total Basic expenditures through September, 2023 totaled 794,612.94, or 19% of the budget. L. Maue reported that the current fiscal year will be tight due to unanticipated costs of replacing the Carbondale and Marion center roofs.
- B. The Training and Technical Assistance expenditures totaled 9,839.00, or 24% of the budget.
- C. \$156,699.25 in in-kind was generated in September, bringing the percentage for the year to 18.8%. All classrooms met their goal.

III. University Credit Card (p-card)

- A. September p-card charges totaling \$27,215.92 were presented.
- B. Charges were for classroom and office supplies, inspections, center food, advertisements, and parent meeting and policy council food,
 - **C. Fleener moved to approve the September p-card charges, I. McHenry 2nd. 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. As of 10/16/23, program enrollment was 277, which leaves 60 openings.
 - C. The closed classroom in Carbondale is expected to open by the end of the month. A Lead Teacher for the last closed classroom in Marion was hired on 10/16/23, and it is anticipated that the classroom will open by 12/1/23. This will increase enrollment by 34.
 - D. Centers continue to take enrollments and work with families on the pre-enrolled and wait list.
 - E. The afternoon double session continues to struggle with enrollment. It is not a desirable option for parents.
 - F. In next year's continuation application, we may consider requesting an enrollment reduction to uncouple the double sessions to create two full-day classrooms.

New Business:

- I. Officer Elections
 - A. L. Maue reviewed the responsibilities for the four officer positions listed in the by-laws: Chairperson, Vice Chairperson, and Secretary.
 - B. C. Phoenix nominated L. Mack for chair, I. McHenry self-nominated for Vice-Chair, S. Stout nominate C. Phoenix for Secretary. All individuals accepted their nomination.
 - C. No other individuals were interested in a leadership role, so a vote was not necessary.
 - **S. Stout moved to elect the slate of candidates, C. Fleener 2nd. Motion passed.**
- II. Approval of Community Representatives
 - A. L. Maue introduced two new Community Representatives.
 - B. D. Golden served on the Policy Council in 2021 and is returning as the Jackson County representative.
 - C. D. Wills is a former Head Start employee and recently returned to the area.
 - **S. Stout moved to approve the Community Representatives, C. Phoenix 2nd. Motion passed.**
- III. Policy Council Committees
 - A. L. Maue reviewed the responsibilities of the committees – executive, personnel, finance, and by-laws.
 - B. A sign up sheet was circulated and members selected their preferred committee.

- C. L. Mack, I. McHenry, and C. Phoenix will serve on the Executive Committee.
- D. I. McHenry, C. Phoenix, L. Mack, and S. Stout will serve on the Personnel Committee.
- E. D. Wills and C. Brewer will serve on the budget committee.
- F. D. Golden and C. Fleener will serve on the By-Laws Committee.

IV. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
BUS MONITORS			
Angela Davis	HS	CD	Pending
Tabith Porter	HS	MB	Pending
Jieasha miller	HS	CD	Cleared
Sylvia Bismillah	HS	CD	Pending
Empress Hardimon	HS	CD	Pending
Linda Thornton	HS	MB	Pending
Delores Fountain	HS	JL	Pending
Linda Acosta	HS	MB/CD	Pending

- **D. Wills moved to approve the October hires, S. Stout 2nd. September hires were approved.**

Announcements

- The next meeting date will be on November 20, 2023 at 6 pm.
- Fall Festival will be held on October 28, 2023 at the Carbondale Center from 10 am-1 pm.
- November is Community Reader Month. Please contact Joyce Guy if you would like to volunteer.

Training

Abigail Moberly, Child Development Coordinator, provided training on the 2022-23 child outcome data.

- **On a motion by C. Fleener, C. Phoenix 2nd the meeting was adjourned at 7:13 pm.**

Respectfully Submitted by _____
 Cathy Phoenix, Policy Council Secretary