

**SIU CARBONDALE HEAD START  
POLICY COUNCIL  
MEETING MINUTES  
November 20, 2023**

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

**Call to Order:**

L. Mack, Chairperson, called the meeting to order at 6:06 pm. All members present will be voting. Cody Stout will be voting for La’Nayla Clarry and Dillion Phoenix will be voting for 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 October 16, 2023 meeting were reviewed.

- **C. Stout moved to approve the October meeting minutes, S. Stout 2<sup>nd</sup>. Minutes were approved.**

**Monitoring:**

I. Monitoring Report

- A. 284 of 337 (84.3%) slots were filled as of 09/30/23. This is a 4.8% increase from the previous month. More information about enrollment will be provided in the Underenrollment Report update.
- B. Program-wide average daily attendance was 82.8%
- C. 40.3% of absences were due to illness.
- D. CACFP reimbursements were \$33,882.54 in October. This is an increase of \$11,539.54 from the same time last year due to increased enrollment and improved attendance.

- E. Obtaining dental treatment remains a struggle for families. I. McHenry suggested Dental Safari as a possibility.
  - F. Family participation in Fall Fest was excellent—107 adults and 100 children attended.
  - G. High caseloads for Community Workers in Carbondale and Marion are being addressed.
  - H. All drills and checklists were conducted.
  - I. There are 19 children with documented IEPs and seven in the referral process. The program is required to serve 10%, or 35 children during the program year.
  - J. Behavior Incident Reports (BIRs) indicate that physical aggression during transitions towards teacher was the most reported challenging child behavior.
  - K. Fall CLASS scores are slightly lower than expected. Working with to provide targeted teachers with coaching and support.
  - L. Employee use of sick time was high in October.
- II. Budget
- A. Total Basic expenditures through October 2023 totaled 1,279,635.86, or 29.7% of the budget.
  - B. The Training and Technical Assistance expenditures totaled 9,839.00, or 32.4% of the budget.
  - C. \$254,778 in in-kind was generated in October, bringing the percentage for the year to 42.24%. All classrooms and areas exceeded their goal.
- III. University Credit Card (p-card)
- A. October p-card charges totaling \$7,268.57 were presented.
  - B. Charges were for classroom and office supplies, center food, and center services.
    - **I. McHenry moved to approve the October p-card charges, S. Stout 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.
  - B. As of 11/20/23, program enrollment was 284, which leaves 53 openings.
  - C. The Gold Room in Carbondale was supposed to open last month, but one of the employees slated to serve as the Assistant is now on administrative leave (to be discussed in new business).
  - D. A Lead Teacher was hired last month to fill the fourth classroom in Marion. Unfortunately, the program has been unsuccessful in hiring an assistant. Two child development staff resigned this month in Marion, decreasing the likelihood that the fourth classroom will open any time soon.
  - E. These two classrooms account for 34 of the open positions.
  - F. Centers continue to take enrollments and work with families on the pre-enrolled and wait list.

**New Business:**

I. Carryover Request

- A. L. Maue presented the carry over request to move \$127,300 from the FY 22 construction line to the FY 23 construction line.
- B. These funds were originally budgeted to pay for the purchase of the 1904 N. Illinois property, but due to unforeseen circumstances, the federal funds could not be used for this purpose.
  - **C. Fleener moved to approve the carryover request, C. Stout 2<sup>nd</sup>. Motion passed.**

II. Child Incident

- A. L. Maue shared that a Head Start staff member was accused of maltreating a child on October 23, 2023.
- B. The incident occurred at the Carbondale facility and involved a four-year-old child.
- C. According to the allegation, the child was engaged in challenging behavior during lunch time and scratched and tried to bite a staff member. This staff member then hit the child on the face with an open palm.
- D. The staff member was placed on administrative leave on October 24, 2023 while an investigation is conducted.
- E. OHS conducted its own RAN investigation on November 3, 2023. Results are pending.

III. Corrective Action Plan

- A. As a result of this incident, leadership conducted a root cause analysis of what the possibly underlying factors could be.
- B. L. Maue expressed that it's important for the program to move to correct the issues instead of waiting on the review results.
- C. Based on the results of the root cause analysis, a corrective action plan (CAP), was developed. This CAP provides a roadmap for how the program will identify and strengthen systems that broke down in this situation, train staff on changes, and monitor that these changes are being implemented.
  - **I. McHenry moved to approve the corrective action plan, D. Phoenix 2<sup>nd</sup>. Motion passed.**

IV. Hires and Dismissals

CANDIDATES	DEGREE	PLACEMENT	BRC
<b>BUS MONITORS</b>			
Jennifer Jones	HS	CD	Pending
Amelia Ajibade	HS	MB	Pending
Kianna Pickett	HS	CD	Cleared
Kelsey Leland	HS	CD	Pending
Kyleigh Harris	HS	CD	Pending
<b>SUB TEACHER</b>			
Cody Roach	HS	CD	Cleared

- **S. Stout moved to approve the hires, C. Fleener 2<sup>nd</sup>. November hires were approved.**

### **Announcements**

- The next meeting date will be on December 18, 2023 at 6 pm.
- Invitation to attend Self-Assessment meeting will be sent out early next month.

### **Training**

Laura Duckworth, Health and Nutrition Coordinator, provided training on program's health requirements.

L. Maue provided an overview of the program's shared governance plan.

- **On a motion by C. Stout, I. McHenry 2<sup>nd</sup> the meeting was adjourned at 7:15 pm.**

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