

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
April 15, 2024**

| MEMBERS PRESENT | IN-PERSON/ VIRTUALLY | MEMBERS ABSENT | STAFF PRESENT |
|--|---------------------------------|---------------------------|------------------------------------|
| Anna Collums (Parent Representative, Williamson County) | In-Person | Chester Brewer | Lea Maue, Executive Director |
| Cerena Fleener (Parent Representative, Williamson County) | In-Person | La'Naylah Clarry | Abigail Moberly, CD Coordinator |
| Lolita L. Mack (Parent Representative, Williamson County) | In-Person | Deborah Golden | |
| Imani McHenry (Parent Representative, Jackson County) | In-Person | Samantha Stout | |
| Cathy Phoenix (Parent Representative, Jackson County) | In-Person | Deborah Wills | |
| Cody Stout (Parent Alternate, Jackson County) | In-Person | | |
| Samantha Stout (Parent Representative, Jackson County) | In-Person | | |

Call to Order:

L. Mack, Chairperson, called the meeting to order at 6:14 pm. All members present will be voting. C. Stout will be voting for L. Clarry.

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 March 18, 2024 meeting were reviewed.

- ***S. Stout moved to approve the March meeting minutes, A. Collums 2nd. Minutes were approved.***

Monitoring:

- I. Monitoring Report
 - A. 285 of 337 (85%) slots were filled as of 3/31/24. Enrollment has been fluctuating at this percentage for most of the year. Two classrooms remain closed – one at Carbondale and one at Marion.
 - B. 170 children have been identified as chronic absentees. This means that they have missed 10% or more of the school year. This number may seem high, but it's lower than this time last year. Schools are strict with absenteeism, so how do we prepare our families for that transition.
 - C. Program-wide average daily attendance was 83.17%.

- D. 13% of absences were not followed up with by staff. L. Maue is looking into this and has discussed with Leadership Team. C. Fleener suggested looking at the numbers by center to get a better idea of where the issue may be.
 - E. CACFP reimbursements were \$26,885.37 in March.
 - F. A mealtime monitoring section was added as the result of the recent deficiency. Monitoring data show that areas of concern from the checklist were identified and corrected.
 - G. All safety drills were conducted as required.
 - H. Data from the new standards of conduct checklist show all classrooms were monitored with two requiring follow-up and support. Classrooms identified as needing support last month were monitored and issues have been corrected.
 - I. The program has served 29 of a cumulative enrollment of 320 of children with documented IEPs, this is 8.9%. There are seven more children in the referral process, and the program is on track to meet the 10% disabilities requirement.
 - J. A new section monitoring the delivery of support and resources to classrooms who submit behavior information reports has been added.
 - K. All child development staff are receiving some type of coaching and all staff six months or less in their position are receiving intensive coaching.
- II. Budget
- A. Total Basic expenditures through March 2024 totaled \$3,216,219.61, or 72.5% of the budget, leaving a balance of \$1,217,952.29.
 - B. The Training and Technical Assistance expenditures totaled \$41,251.10.
 - C. The program has generated 126.2% of its required in-kind.

III. University Credit Card (p-card)

- A. March p-card charges totaling \$22,262.02 were reviewed.
- B. Charges were for the purposes of food for centers, meeting food, training expenses, and supplies.
 - ***C. Phoenix moved to approve the March p-card charges, S. Stout 2nd. P-Card charges approved.***

Old Business:

I. Under-enrollment Plan

- A. The program is executing its under-enrollment plan to ultimately be fully enrolled by September 30, 2024.
- B. Staffing continues to be the primary reason for underenrollment. There are 51 income-eligible on the waiting list, but two classrooms remain closed.
- C. Recruitment efforts include attendance at local career fairs. The recent event at John A. Logan produced four possible candidates for assistant teachers.
- D. I. McHenry suggested arranging a small meeting with dually-enrolled high school students to recruit for open positions next year.

II. FA2 Review

- A. The group discussed the recent interview with the lead reviewer prior to the evening's meeting.
- B. The review will continue through the remainder of the week.
- C. L. Maue will send results as soon as they are received.

New Business:

I. Federal Review Finding

- A. Notification was received that because of the finding, the program will be in the Designated Renewal System (DRS).
- B. The program is in the process of preparing to compete for its funding.
- C. The PIR will need to be submitted by June 20, 2024 instead of August 31, 2024 and an inventory of the program's belongings must be posted to HSES.

II. Notification of Competitive Status

- A. On March 13, 2024, notification that the program will have to compete for its next five-year grant cycle was received.
- B. This is a result of the recently discussed deficiency.
- C. L. Maue anticipates the grant to be announced in August or September with a 60-day window to apply.

III. Hires and Dismissals

| CANDIDATES | DEGREE | PLACEMENT | BRC |
|---------------------|-------------|-----------|---------|
| LEAD TEACHER | | | |
| Cory Conklin | Bachelors | | Pending |
| BUS MONITOR | | | |
| Eric Green | High School | CD | Pending |
| Tiffany Moore | High School | CD | Pending |
| Lyle Pettis | High School | CD | Pending |

- ***S. Stout moved to approve the hires, A. Collums 2nd. April hires were approved.***

Announcements

- The next meeting date will be on May 20, 2024 at 6 pm.

Training

Abigail Moberly, Child Development Coordinator, provided training on Child Outcomes for the current program year.

- ***On a motion by C. Fleener, C. Stout 2nd the meeting was adjourned at 6:14 pm.***

Respectfully Submitted by _____
Lolita L. Mack, Policy Council Chairperson