

**SIU CARBONDALE HEAD START  
POLICY COUNCIL  
MEETING MINUTES  
May 15, 2023**

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

**Call to Order:**

J. White, Policy Council Chair, called the meeting to order at 6:04 pm. All members present will be voting.

The Secretary, Cathy Phoenix, 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 April 17, 2023 meeting were reviewed.

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

**Monitoring:**

- I. Monitoring Report
  - A. 255 of 337 enrollment slots were filled as of 4/30/23 (76%).
  - B. Average daily attendance ranged between 80% and 85%. This is good considering the time of the year. 22% of absences were related to school district closures around the Easter holiday.
  - C. CACFP funding continues to increase. In April it was \$22,126.
  - D. The program has met all its 90-day dental requirements. Program is working on policies and procedures for paying for emergency dental needs.

- E. Parent participation continues to be low.
- F. The number of child accidents and injuries was higher than usual (4 wounds in Carbondale and 4 falls, 1 wound in Marion), but none were significant.
- G. 34 enrolled children have a current Individualized Education Plan, or IEP. This is good news and means the program will not need to submit a waiver in June.
- H. 36 families were no shows for the parent-teacher conference at the Carbondale site, which is surprising and much higher than other centers. Admin staff is looking at the data for missing conferences to see trends and address next program year.

## II. Budget

- A. The program spent \$2,910,566 of its operations budget through April 30, or 75%. Projections show that about \$100,000 will be underspent due to year-long staff shortages. Most of this balance will be used to fund roof replacements at the Carbondale and administrative buildings.
- B. T/TA has been completely spent.
- C. Safety supplement funds have a balance of \$36,739, which will spent on the installation of cameras.
- D. 79% of the program's in-kind requirement has been met. L. Maue is confident that the program will meet the requirement, despite being under enrolled by 82 children.

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

- A. L. Maue presented the April p-card charges totaling \$14,895.87
- B. Charges were related to the purchase of food for centers and meetings, office and classroom supplies, and training-related travel.
  - ***C. Fleener moved to approve the April p-card charges, N. Clarry 2<sup>nd</sup>. P-Card charges approved.***

## Old Business:

- I. 1904 N. Illinois Property
  - A. Demolition is scheduled to start on May 22, 2023.
  - B. After that, the area will be prepared for the installation of nature scape playground and walking track
- II. EHS Conversion
  - A. L. Maue is working on the possible EHS conversion budget, which should be complete in June.
  - B. If it is determined that it's possible, conversion and enrollment reduction applications will be submitted in July. This will require Policy Council and board approval.

**New Business:**

- I. 2022-23 Meeting Schedule
  - A. L. Maue reviewed the meeting schedule for the remainder of the Policy Council year.
  - B. Meetings will be held in June, August, and September.
  - C. It is important that all members understand that their terms are not over when the school year ends.
  - D. The September meeting is the final of the year and is also the transition event.
- II. Sharing Contact Information
  - A. L. Maue presented an email sent from IHSA's Ambassador leading requesting PC contact information.
  - B. The purpose is to get advocacy information directly to Policy Council members.
  - C. All members present agreed to allow L. Maue to share their email addresses with IHSA.
- III. Hires and Dismissals (No hires this month)

**Announcements**

- Due to the Juneteenth holiday, the next meeting will be on June 26, 2023 at 6 pm.

**Training**

- Joyce Guy, Family and Community Partnerships Coordinator presented a training on the program's family involvement program.
- ***On a motion by N. Clarry, L. Mack 2<sup>nd</sup> the meeting was adjourned at 6:58 pm.***

Respectfully Submitted by \_\_\_\_\_  
Cathy Phoenix, Policy Council Secretary