

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
June 21, 2021**

Members Present	Members Absent	Staff Present
Danielle Jack-James (Parent, Jackson County)	Danielle Burke	Lea Maue
Jasmine Vinyard (Parent, Jackson County)	Heather Baum	
Samantha Smothers (Parent, Jackson County)	Karen Carbajal	
Cody Stanley (Parent, Williamson County)	Brittanie Coryell	
Jamey White (Parent, Williamson County)	Katie Day (Community Rep)	
Cheryl Walton (Community Rep)	Lori Longueville (Community Rep)	

J. Vinyard, Chairperson, called the June Policy Council meeting to order on June 21, 2021 at 6:03 pm via zoom.

In the absence of the secretary, Dr. Maue conducted 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 May 14, 2021 meeting were reviewed.

- ***D. Jack-James moved to approve the minutes, C. Walton 2nd. Motion passed.***

Monitoring

- I. Monthly Monitoring Report
 - A. The program finished out the regular school year on May 19, 2021 with 210 of its 337 slots filled.
 - B. ADA was low at all centers, with unknown reasons being predominantly listed (69%).
 - C. All emergency drills and health and safety checklists were conducted per program protocol with no areas of concern.
 - D. Minimal injuries to report and none serious. One child in Carbondale and two in Murphysboro reported minor wounds.
 - E. Health and safety issues identified in quarterly monitoring have been resolved.
 - F. Active supervision checklists were performed, and all classes were in compliance.

II. FY 20-21 Budget Review

Dr. Maue reviewed the status and expenditures of the current budget.

- A. The Basic grant is 82.42% spent as of May 31, 2021. Projections indicate that these funds will be overspent and some charges will be moved to overhead.
- B. Training and Technical Assistance (T/TA) is 101.71% and charges will be moved to basic to close out account.
- C. Start up funds are 64.1% spent, and a number of projects are in the process of being completed.
- D. The food subsidy account is significantly overspent (-114,513.87) due to reduced ratios impacting reimbursements. The negative balance will be transferred from the basic account at the end of the year.

III. P-Card Charges

University credit card charges were reviewed for May 2021

- ***C. Walton moved to approve the April p-card charges, C. Stanley 2nd. Motion passed.***

Old Business:

None

New Business:

I. American Recovery Plan Funding

- A. Dr. Maue reviewed the planned budget for the additional \$403,321 in American Recovery Plan funds.
- B. Administration is still determining how to best use the funds.
- C. A special supply request will be developed aligned to the purpose of the funds to ensure that spending is COVID-related.
- D. The council engaged in some discussion about the best use of the funds, including air purifiers, new windows at two centers owned by the program, and additional outdoor play space.

II. Program Instructions: Expectations for 2021-22

- A. Dr. Maue reviewed the recent PI from OHS articulating expectations for the upcoming school year.
- B. Per the PI, virtual/remote services will not be a program option to start the school year. It will, however, be used intermittently as needed through December 31, 2021.

III. Personnel Policies

- A. The draft of the 2021-22 Personnel Policies were emailed to PC members after the May meeting.
- B. Dr. Maue reviewed changes, none of which were substantial.
 - ***C. Stanley moved to approve the 2020-21 Non-Federal Share Waiver, J. White 2nd. Motion passed.***

IV. Hires and Dismissals

The following were presented to the council for hire pending University approval:

APPLICANT NAME	POSITION	CENTER
Aleza Sitarz	Teacher	CD
April Walker	Child Development Associate	CD
Amanda Woodard	Child Development Associate	MN

- ***D. Jack-James moved to approve the hires, S. Smothers 2nd. Motion passed.***

Training:

None

Announcements

- I. The next meeting date is August 16, 2021, 6 pm. The meeting will be held virtually, both at the Administrative Conference Room and on Zoom.
- ***On a motion by S. Smothers, D. Jack-James 2nd the meeting was adjourned at 7:01 pm.***

Respectfully Submitted by _____.
Jasmine Vinyard, Policy Council Chair