

**SIU CARBONDALE HEAD START  
POLICY COUNCIL  
MEETING MINUTES  
August 15, 2022**

<b>Members Present</b>	<b>In-Person/ virtually</b>	<b>Members Absent</b>	<b>Staff Present</b>
Danielle Burke (Parent, Jackson County)	In-Person	Brittanie Coryell	Lea Maue. Executive Director
Sonya Clark (Parent, Jackson County)	In-Person	Keith Cummings	Joyce Guy, FCP Coordinator
Cathy Phoenix (Parent, Jackson County)	In-Person	Deborah Golden	
Cody Stanley (Parent, Williamson County)	Virtually	Lori Longueville	
Jamey White (Parent, Williamson County)	Virtually	Jasmine Vinyard	
Sonya Clark (Parent, Jackson County)	In-Person		

In the absence of the Chairperson, L. Maue called the August Policy Council meeting to at 6:03 pm.

D. Burke, secretary, 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 June 27, 2022 meeting were reviewed.

- **D. Burke moved to approve the minutes, C. Stanley 2<sup>nd</sup>. Motion passed.**

**Monitoring:**

I. Budget Report

A. FY 21-22

- i. L. Maue presented the summary of spending and balances in all accounts as of June 30, 2022.
- ii. Due to large expenses related to the construction of an ADA-compliant ramp and additional charges related to the road, the 2021-22 operations account is projected to be overspent by approximately \$50,000. These charges will be posted to overhead after all costs have posted.
- iii. The final financial report is due to Head Start on October 3, 2022.
- iv. T/TA is overspent by approximately \$1,000.
- v. The Head Start safety funds will be overspent due to the increased cost of materials since the time of the application.

- vi. ARP and CARES are projected to be spent by the end of the calendar year.
- B. FY 22-23
  - i. The Policy Council approved the current fiscal year budget at its March meeting.
  - ii. As the fiscal year has just begun, there has not been a lot of activity.
- C. University Credit Card
  - i. L. Maue presented the June p-card charges totaling \$126,467.57.
  - ii. This is much higher than usual because a number of charges were waiting approval in the online system and also due to late posting of food charges from May.
  - iii. Charges related mainly to supplies, training, and food.
  - **S. Clark moved to approve the May p-card charges, C. Phoenix 2<sup>nd</sup>. Motion passed.**
- D. Enrollment
  - i. All available slots filled. 257 slots of the 337 funded have been filled.
  - ii. Four classrooms cannot be opened to staffing shortages, but it's anticipated that at least one additional will be open by September 6, 2022.
  - iii. There are 72 income-eligible children on the waiting list.

**Old Business:**

- I. Monitoring Report and Corrective Action
  - A. L. Maue reviewed the status of the Corrective Action Plan for the Area of Non-Compliance.
  - B. The Child Safety Summit is scheduled for August 17 and 18 to train on new policies and procedures related to the area of non-compliance and retrain on existing ones.
- II. Federal Monitoring Review
  - A. L. Maue provided an update on the federal monitoring review conducted on July 1, 2022 related to the incident in May 2022 where a child was left in a park after a class recognition ceremony.
  - B. The result of this monitoring has not been received, but it is anticipated that the investigation will result in a deficiency related to active supervision.
  - C. L. Maue present the Continuous Improvement Plan, showing how program has begun the process of correction
    - i. A portion of the Child Safety Summit is dedicated to active supervision
    - ii. Field trip procedures have been revised
    - iii. Active Supervision procedure has been revised
    - iv. Sign in and out procedures have been created

- v. The program has begun a review of its Active Supervision and Field Trip procedures for implementation in the upcoming school year.

III. COVID Protocols

- A. Until the Office of Head Start issues guidance not requiring masking and social distancing, the program will continue its COVID protocols in place at the end of the previous program year.
- B. L. Maue provided a copy of the 2022-23 learning plan providing details about COVID procedures. This will be on the website for parents.

**New Business:**

- I. Policies and Procedures Related to Corrective Action and Continuous Improvement
  - A. L. Maue presented for review the revised policies and procedure for review and approval. These included:
    - i. HR-4: Standards of Conduct
    - ii. HR-12: Investigating Violations of Standards of Conduct
    - iii. CDC-08: Field Trip
    - iv. SFTY-02: Sign in and Out
    - v. SFTY-04: Active Supervision
  - B. The policies and procedures were reviewed at length and discussed. S. Clark suggested adding language in the HR-4: Standards of Conduct pertaining to how employees should provide support to each other before going to supervisor. This language was added to the procedure.
    - **S. Clark moved to approve the new and revised policy and procedure, C. Stanley 2<sup>nd</sup>. Motion passed.**
- II. End of Policy Council Year
  - A. The last regular meeting of the 2021-22 Policy Council Year will be on September 19, 2022, at 6 pm.
  - B. There will be a transition dinner before the meeting, starting at 5:30 pm where the incoming members will be present.
  - C. Incoming members will observe the meeting and after the meeting receive training.

III. Hires and Dismissals

The following were presented to the council for hire pending University approval and will start in the 2022-23 school year:

NAME	POSITION	CENTER
Molly Siebert	Child Care Assistant	Carbondale
Wanda Phillips	Child Care Assistant	Carbondale
Amanda Morgan	Child Care Assistant	Logan
LaTasha Flenard	Child Care Assistant	Marion
Daffney Glasco	Center Director	Carbondale

Tiffany Glasco	Bus Monitor	Murphysboro
Nala Hastings-Steele	Bus Monitor	Carbondale
Jaylanique Douglas	Bus Monitor	Carbondale
Paula Woten	Bus Monitor	Logan
Lauren Ray	Asst. Teacher	Marion

- **S. Clark moved to approve the hires, J. White 2<sup>nd</sup>. Motion passed.**

**Announcements**

The next Policy Council meeting will be held on September 19, 2022 both in person and online.

- **On a motion by C. Phoenix, S. Clark 2<sup>nd</sup> the meeting was adjourned at 7:30 pm.**

Respectfully Submitted by \_\_\_\_\_.  
Jasmin Vinyard, Policy Council Chair