

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
August 16, 2021**

Members Present	In-Person/ virtually	Members Absent	Staff Present
Danielle Burke (Parent Alternate, Jackson County)	In-Person	Heather Baum	Lea Maue
Karen Carbajal (Parent Alternate, Williamson County)	In-Person	Katie Day	
Britannie Coryell (Parent, Williamson County)	Virtually		
Danielle Jack-James (Parent, Jackson County)	Virtually		
Lori Longueville (Community Rep, Williamson County)	Virtually		
Samantha Smothers (Parent, Jackson County)	In-Person		
Jasmine Vinyard (Parent, Jackson County)	In-Person		
Jamey White (Parent, Williamson County)	In-Person		
Cheryl Walton (Community Rep, Jackson County)	In-Person		

J. Vinyard, Chairperson, called the August Policy Council meeting to order on August 16, 2021 at 6:07 pm both in-person and via zoom. L. Longueville suggested recording the zoom meeting to aid in the preparation of minutes, and all agreed.

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 June 21, 2021 meeting were reviewed.

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

Monitoring

- I. Budget
 - A. Dr. Maue provided a summary of the 20-21 accounts.
 - B. The program is in the process of moving charges to accounts to close them. Start-up, T/TA are closed. Summer school charges will be moved out of basic and into ARP to close the Basic account in the next few weeks.
- II. University Credit Card
 - A. The statements were not ready prior to this month's meeting.

- B. The statements for June, July, and August will be presented at the next monthly meeting for approval.

Old Business:

None

New Business:

- I. Enrollment Report
 - A. 256 of 337 slots pre-enrolled.
 - B. Due to staff shortage, this number is full capacity of the program to start the year.
 - C. The program is actively recruiting for positions and is embracing a more “grow your own” approach to the selection, training, and development of child development staff.
 - D. L. Longueville suggested contacting the University’s ROTC program. L. Maue will follow up with this suggestion.
- II. Fall Learning Plan
 - A. Dr. Maue reviewed the plans for returning to school on August 24, 2021.
 - B. Most protocols implemented in the previous school year will continue.
 - C. Virtual/remote services will not be a program option to start the school year.
 - D. Children and staff, regardless of vaccination status, will be required to wear masks.
 - E. Temperature and health checks will continue to be performed upon entry to facilities and buses.
 - F. Ratios will return to the pre-pandemic numbers of 15 for half-day and 17 for full-day.
 - G. Right now, parents will be allowed in classrooms in a limited capacity.
 - H. The full plan can be obtained by visiting www.headstart.siu.edu and clicking “parent resources.”
- III. Hires and Dismissals
 - The following were presented to the council for hire pending University approval:

APPLICANT NAME	POSITION	CENTER
Farmer, Nicole	Child Care Assistant	MN
Greer, Caitlyn	Child Care Assistant	CD
Dover, Shawn	Bus Monitor	MN
Mason, Carla	Bus Monitor	CD
Munoz, Tracy	Interpreter	All
Reese, Emily	Child Care Assistant	JL
Rhodes-Jennings, Thomas	Bus Monitor	CD
Rowe, Katrina	Bus Monitor/Kitchen Helper	JL
Tuttle, Robert	Bus Driver	CD

– ***S. Smothers moved to approve the hires, C. Walton 2nd. Motion passed.***

Training:

None

Announcements

- I. The final meeting of the 2020-21 program year will be September 20, 2021 at 6 pm.
Dinner will start being served at 5:30 pm.
 - ***On a motion by S. Smothers, J. White 2nd the meeting was adjourned at 7:09 pm.***

Respectfully Submitted by _____.
Jasmine Vinyard, Policy Council Chair