

**SIU Carbondale Head Start
Governing Board
March 20, 2024**

I. CALL TO ORDER

Board Chair, C. Greenlee, called the meeting to order at 3:02 pm.

II. ROLL CALL

C. Greenlee conducted roll call and found there to be a quorum with board members Casheena Stephens, Carol Greenlee, Christopher Swims, and Stacy Thompson, who arrived a few minutes later, present. Executive Director, Lea Maue, and Senior Business Manager, Janna Gharbawi, were also in attendance.

III. MEETING MINUTES

1. December 20, 2023 meeting minutes were reviewed.
 - **On a motion by C. Stephens, second by C. Swims, minutes were approved.**
2. January 29, 2024 specially called meeting minutes were reviewed.
 - **On a motion by C. Swims, second by C. Stephens, minutes were approved.**
3. February 28, 2024 specially called meeting minutes were reviewed.
 - **On a motion by C. Swims, second by C. Stephens, minutes were approved.**

IV. FINANCIAL REPORT

1. Janna Gharbawi, Senior Business Manager, presented the financial report to the Board.
2. Balances on the report were with projected expenditures and commitments. The Basic Grant funds are expected to be expended. T/TA has already been expended. Food Subsidies are a negative balance that is anticipated to be recovered from the Overhead account. In-Kind as of February 29 is at 110% of what the program is required to meet.
3. It is anticipated that the program will need to replace the roof at the Marion center at a cost of approximately \$40,000. Also the air conditioning unit in the Carbondale kitchen has quit and is not reparable, so it will also need to be replaced at an approximate cost of \$11,000.
 - **On a motion by C. Swims, second by C. Stephens, the Financial Report was approved.**

V. EXECUTIVE DIRECTORS REPORT

1. The program has been running at 85% of slots filled throughout the program year. An Enrollment Reduction has been submitted for the next program year to reduce the funded enrollment to 305 slots.
2. There have been no applicants for the teaching positions that have been posted.
3. The centers have been experiencing severe behavioral issues in the classrooms. A large number of the children in program are non-verbal and

are expressing their feelings through these behavioral issues. Teachers are stressed and tired. Dental issues are also contributing to the behavior. S. Thompson asked if this was just in our program or was it across all of Head Start programs. Executive Director, L. Maue stated that this is a nationwide issue.

4. The program has contracted with the Stress and Trauma Treatment Center to try to address some of the issues in the classrooms. S. Thompson recommended that the program not only take a parent education approach but also a coaching approach with families.

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Focus on Area Two Onsite Federal monitoring
 - A. There will be an onsite federal review of the program the week of April 15, 2024.
 - B. The reviewers will be meeting with the members of the Governance Board on April 17 between 2:15-2:45.
 - C. All areas of the program will be reviewed including Fiscal, HR, and ERSEA.
2. Notice of Competitive Status
 - A. The program received notification that due to the two deficiencies in the project period, it will be re-competing for funding in the next five-year cycle.
 - B. Executive Director L. Maue has assured the Board that she is prepared to write the competitive grant application.
3. 2024-2025 Grant Application and Budget
 - A. The grant application and budget were provided to the Board for review.
 - B. There are no significant changes in the grant.
 - C. The program will be returning to 8 am-4 pm class sessions for the 2024-2025 program year to improve the quality of the services the program provides.
 - D. The program plans to pilot the use of video cameras in the classrooms. The NTT Union will have to approve this. The videos would only be used for the purpose of investigating any alleged incidents.
 - E. The program is also planning on screening children at the time of enrollment to be able to detect any potential behavior problems.
 - F. There is talk of the University awarding a 3% increase for staff. This along with the FEM charges being raised to 70% will cause the budget for the new grant to be very tight.
 - **On a motion by C. Swims, second by S. Thompson, the Grant Application was approved.**
4. Self-Assessment Report
 - A. The Self-Assessment Report was provided to the Board for review.
 - B. There was very good attendance this year with 37 community members and staff participating.

- C. The report opened with the accomplishments, strengths, and opportunities that were recognized for the program.
 - D. There were 15 recommendations created from the results of the meeting. These recommendations are all listed in the report.
 - **On a motion by C. Swims, second by C. Stephens, the Self-Assessment Report was approved.**
5. Behavior Incident Reporting Policy and Procedure
- A. The deficiency findings for the program were centered around the monitoring of the program's standards of conduct. Therefore, the program has developed a new policy and procedure for monitoring that the standards of conduct are followed.
 - B. A spreadsheet has been created to track BIRs for children in the program. The policy and procedure outline how these incidents will be tracked and the steps that will be taken to provide support to teachers, and families to address the issues.
 - **On a motion by S. Thompson, with the stipulation of some of the mentioned changes having some editing, second by C. Stephens, the board voted to approve the procedure.**
6. Selection Criteria
- A. ERSEA Coordinator, Christina Lewis, presented the proposed Selection Criteria for the 2024-2025 program year.
 - B. She explained that the criteria is the tool the program uses to determine which families and children can be accepted for enrollment.
 - C. This instrument assigns points to each family according to a set list of criteria.
 - D. The selection criteria instrument was reviewed and a recommendation made to clarify some of the extra points areas to be better understood.
 - **A motion was made by S. Thompson, second by C. Swims, the criteria was approved with mentioned changes.**
- VIII. TRAINING
- Christina Lewis conducted training on the steps of the enrollment process for the program to the Board members. After the training the Board was given an opportunity to discuss and ask questions.
- IX. ANNOUNCEMENTS
- The next meeting date will be June 26, 2024.
- X. ADJOURNMENT
- **On a motion by C. Swims, second by S. Thompson, the meeting was adjourned at 4:26.**

Carol Greenlee, Board Chair