

**SIU Carbondale Head Start
Governing Board
December 21, 2022**

I. CALL TO ORDER

Meeting was called to order at 3:00 pm

II. ROLL CALL

Chair, M. Pritchard conducted roll call and found there to be a quorum with board members Ryan Hall, Casheena Stephens, Stacy Thompson, and Carol Greenlee present. Executive Director Lea Maue was also in attendance.

III. MEETING MINUTES

September 28, 2022 meeting minutes were reviewed.

- **On a motion by C. Greenlee, second by S. Thompson, minutes were approved.**

November 30, 2022 Specially Called meeting minutes were reviewed.

- **On a motion by S. Thompson, second by C. Stephens, minutes were approved.**

IV. FINANCIAL REPORT

1. The FY 22-23 budget report was reviewed. As of November 30, 2022, the operations budget is 33% spent, which is a little under projections for this time of year. This is because of unstaffed teaching positions.
2. The entire T/TA budget is spent or obligated.
3. ARP and CRSS funds will be expended by 3/31/23. The new windows and doors at the Carbondale center used a significant portion of ARP funds.
4. P-Card charges were reviewed. All charges are for normal expenditures to run the program and are reviewed and approved by Executive Director. The reason the amounts were high for November was due to a backlog of p-card transactions to be approved and the charges are not billed until the approvals are complete.
5. Non-Federal Share is running at 34%, which is low for mid-year. The program has been having a difficult time getting volunteers into the classrooms due to the COVID vaccines requirement. Also the program has several classrooms which are closed due to lack of teaching staff.
 - **C. Greenlee motioned approve the financial report, S. Thompson seconded. All were in favor and none opposed, the financial report was approved.**

VI. OLD BUSINESS

1. Area of Non-Compliance Corrective Action
Compliance date was September 15, 2022, and the Executive Director has not heard anything from the Office Head Start.

2. Deficiency Corrective Action

The compliance date was October 23, 2022, and the Executive Director has also not heard from the Office of Head Start about the results. As soon as a determination has been received, the Governing Board will be immediately notified.

3. Purchase of 1904 N Illinois Ave

The Executive Director plans to meet with the owners of the property on Thursday, December 22. The plan is to determine a final price with the owners and then purchase the property using unrestricted overhead funds until approval is received from the Office of Head Start. The purchase is going to the February meeting of the Board of Trustees for approval. The Executive Director anticipates approvals will be given by Head Start and the special funds received for the purchase will repay the overhead funds account.

VII. NEW BUSINESS

1. Enrollment

The program is funded to serve 337 children, and 259 slots are currently filled. This is mostly due to a staff shortage preventing the opening of four classrooms program wide. The program has not had any qualified candidates apply for the teaching positions.

2. Annual Report

The Annual Report was emailed to the board members prior to the board meeting. The Executive Director reviewed the report with the Governing Board and answered any questions.

3. Shared Governance Plan

The Shared Governance Plan was presented with notated changes recommended. No substantial changes were proposed, only grammatical and staff title changes.

- **After review, R. Hall moved to approve the Shared Governance Plan, S. Thompson seconded, and the plan was approved.**

VIII. TRAINING

C. Lewis, ERSEA Coordinator for the program, presented the annual ERSEA training for the board members. She explained how the new Self Declaration and Stressors Survey has helped the program to receive more valuable information about the families in the program. Parents who receive SNAP have become automatically income eligible for the program. The Selection Criteria form was shared with the board members.

VIII. ADJOURNMENT

R. Hall motioned to adjourn at 3:31 pm, C. Greenlee seconded. Meeting was adjourned.