

**SIU Carbondale Head Start
Governing Board
June 26, 2024**

- I. CALL TO ORDER
Board Chair, C. Greenlee, called the meeting to order at 3:04 pm.
- II. ROLL CALL
C. Greenlee conducted roll call and found there to be a quorum with board members Carol Greenlee, Will Stephens, and Stacy Thompson present. Executive Director, Lea Maue was also in attendance.
- III. MEETING MINUTES
 1. March 20, 2024 meeting minutes were reviewed.
 - **On a motion by W. Stephens, second by S. Thompson, minutes were approved.**
 2. May 10, 2024 specially called meeting minutes were reviewed.
 - **On a motion by W. Stephens, second by S. Thompson, minutes were approved.**
- IV. FINANCIAL REPORT
 1. The financial report was provided to the board members via email prior to today's meeting for them to review.
 2. The report shows the basic grant account with a deficit of approximately \$2,400. These funds can be recovered from the overhead recovery account. The T/TA account is at a balance of \$0. The food subsidies account has a deficit of approximately \$37,000, which was expected since food costs have gotten so high. This will also be recovered from the overhead recovery account.
 - **On a motion by S. Thompson, second by W. Stephens, the Financial Report was approved.**
- V. EXECUTIVE DIRECTORS REPORT
 1. The program year ended with a total of 287 children enrolled.
 2. Child behaviors have been the number one issue of the program year. The program plans to continue contracting with the Stress and Trauma Treatment Center during the 2024-2025 School year to address these behaviors in the classrooms.
 3. The program plans to have 3 staff members in each classroom this coming program year.
 4. The program will be transitioning from the Chancellor's Office to the School of Education beginning on July 1, 2024. All involved expect it to be a smooth transition.
 5. The new Head Start Performance Standards are expected to be released in August or September of this year. Executive Director, Lea Maue stated that during the open question/suggestion period, there were very few questions or responses to the new standards.

6. The 2.35% COLA Increase has been approved by the University for all Head Start staff and will take effect July 1, 2024.
7. Executive Director reported that there were no findings in the recent FA-2 Monitoring Review.
8. She also announced that the Office of Head Start has also cleared the program's deficiency.
9. State of Illinois is trying to get state funded pre-k going by July 2026. This could potentially effect the enrollment at Head Start by taking more children away from the Head Start program and their families enrolling them in the state run facilities.

VI. OLD BUSINESS

1. Since C. Stephens and S. Thompson are leaving the board effective June 30, 2024 the Executive Director is working with the Chancellor to acquire new members to join. New members will be recruited as soon as possible.
2. The Recompensation Grant Application will soon be prepared by the Executive Director to be submitted in November or December. It is not expected that any other organizations in the areas will write for the grant.
3. The Under Enrollment Plan the program is under requires that full enrollment is reached by September 30. Staff is working on enrollments this summer and Carbondale needs 43 enrollments, John A Logan needs 10 enrollments, Marion is fully enrolled, and Murphysboro needs 15 enrollments. It is believed the program will be fully enrolled by the deadline.
4. There is still a need for more teachers for the classrooms. The plan is to have 3 staff in each classroom this program year. W. Stephens suggested that the program send him the ads, as he gets frequent inquiries about positions people in the community can apply for. S. Thompson recommended the program look in to getting students on the Federal Work Study to work in the program. The program will look in to both of these options.

VII. NEW BUSINESS

1. Personnel Policies
 - A. One noted change is NTT Faculty having the ability to use three days of their granted sick time each program year to use for personal time. This is in addition to the two personal days they already have been given. The stipulation is that each request be approved by the corresponding Center Director before it is granted. This will eliminate last minute absences.
 - B. Another revision is that three or more days or any extended absence may require a verification from a doctor of the illness.
 - C. More verbiage was added to the policies to stress the importance of confidentiality among staff. This mirrors a section of the Standards of Conduct Statement that all staff review and sign at hire and at pre-service training every year.
- **On a motion by S. Thompson, second by W. Stephens, the Personnel Policies were approved.**

2. 1303 Facilities Application

- A. This application was to be for purchasing a new location for the Murphysboro Center. Due to not receiving the costs needed for the application from the contractor, the plan is to lease the building instead of purchasing it once it is renovated, until a date in the future when it might be purchased. Executive Director thought it be best to table this application until a later date. S. Thompson voiced that that would be her recommendation, and the application was tabled.

IX. ANNOUNCEMENTS

- A. The next meeting date will be September 16, 2024.
- B. The board members were provided with the 2024-2024 Governance Board Meeting Schedule. No members had any conflicts with the dates listed.

X. ADJOURNMENT

- **On a motion by W. Stephens, second by S. Thompson, the meeting was adjourned at 3:31 pm.**

Carol Greenlee, Board Chair