

## Head Start Governance Meeting

December 15, 2021

### I. CALL TO ORDER

Meeting was called to order at 3:02 pm.

### II. ROLL CALL

Michelle Pritchard, Carol Greenlee, Casheena Stephens, and Lea Maue

### III. MEETING MINUTES

- C. Stephens moved to accept the minutes from September 15, 2021 noting her name was misspelled. M. Pritchard 2<sup>nd</sup>. Minutes were approved with corrections.

### IV. OLD BUSINESS

1. American Recovery Plans Funds-New windows and doors to the playground are to be installed in Carbondale. New windows and window screens to be installed at the Marion center. New playground fencing at the Murphysboro center to allow our children to be outside at the same time as other classes. A new pavilion will be installed with picnic tables at the Carbondale center. Graduate students will work on behavioral analysis with the children in the classrooms to help determine what services are needed to help children with behavioral issues. All money is expected to be expended by next summer.
2. Enrollment-Current enrollment is at 226. If the program is under enrolled in the spring, there may be an enrollment initiative plan put in place. Low staffing and children's behavior may make this necessary. Director is not worried about the plan being put in to place if it will help the environment in the centers.
3. Self-Assessment-Board members will be contacted soon about attending the Self-Assessment virtual meeting to be held on February 4, 2022. All members were asked to try to attend if at all possible.
4. Health Supplement Funds-No money has been spent yet, but the planning is underway for the new parking lot and driveway that will make the traffic at the Carbondale center flow much easier during pick up and drop off.

### V. NEW BUSINESS

1. Budget Report-The budget report was reviewed. Program is under spent at this time due to unfilled position openings. The program is trying to recruit new staff. The board will be provided with a budget report on a monthly basis starting immediately.
  - Casheena Stephens moved to approve the budget report. Carol Greenlee 2<sup>nd</sup>. The budget report was approved.
2. Results from Focus Area One Monitoring Review-The program was found to comply in all areas with no findings.
3. Vaccine Requirements-Office of Head Start will require all staff to be vaccinated for the COVID 19 virus or they will need to meet religious or health exemption requirements. Director does not anticipate a large impact on the program due to this requirement.

4. Mid-Year Program Option Change- Program is proposing going to a four-day week starting at the first of the new year. All parents have been contacted and allowed to give input into this change. Classes will be held Monday-Thursday with Friday being a training and planning day for the teaching staff. For parents who need it there will be one classroom open on Fridays for families eligible for CCAP.
  - On a motion by M. Pritchard, 2<sup>nd</sup> by C. Stephens, the program option change was approved.

#### VI. TRAINING

Enrollment Training-ERSEA Coordinator, Christina Lewis held enrollment training for Board members.

#### VI. ANNOUNCEMENTS

1. Next meeting is March 16, 2022.

#### VII. ADJOURNMENT

C. Stephens motioned to adjourn at 3:47 pm. C. Greenlee seconded. Meeting was adjourned.

Respectfully submitted by \_\_\_\_\_  
Michelle Pritchard, Governing Board Chair