

**SIU Carbondale Head Start
Governing Board Meeting**
March 16, 2022

I. CALL TO ORDER

Meeting was called to order at 3:04 pm.

II. ROLL CALL

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

III. MEETING MINUTES

C. Stephens moved to accept the minutes from December 15, 2021, S Thompson 2nd. Minutes were approved.

IV. FINANCIAL REPORT

1. The Basic Grant is underspent at this time with \$876,000 to spend out. Approximately \$60,000 will be used for pay for costs that would normally be charge to the CACFP account. Due to closed classrooms and resulting under enrollment, CACFP reimbursements have decreased significantly. Executive Director L. Maue asked for Board input for expenditures. Suggestions were made by the following members to look into the following:
 - M. Pritchard-new equipment for any of the playgrounds that need it. Also TSG Cloud to interact with families.
 - C. Stephens-Indoor equipment to assist in learning and development. Possibly new technology.
 - L. Maue-check in to purchasing house between front admin and Head Start driveway. Owner is interested in selling. This would require approval from OHS.
2. The Head Start COVID Recovery funds and the American Rescue Plan funds will be largely spent on new windows and doors at the Carbondale center and new windows in the Marion center.
3. T/TA has over \$18,000 that still needs to be spent. Some will be spent on conferences that are just now being booked. There is also an option to have a summer institute for staff.
4. The p-card report was provided to the board members via email.
 - **A motion was made by C. Greenlee, 2nd by S. Thompson, to approve the financial report.**

V. Federal RAN Monitoring

1. OHS has opened a monitoring review of the incident that occurred at the Murphysboro center on October 18.
2. Both the University and Department of Protective Services found the allegation to be unsubstantiated; licensing, however, found it to be substantiated.

3. Per the DCFS corrective plan, a corrective action plan was put into place and the staff member involved was moved to a different center where they have more training and supervision.
4. OHS is reviewing the incident and met with L. Maue on February 22, 2022.
5. When the monitoring is concluded, L. Maue will share with the Board.

VI. COVID Update

1. COVID numbers are down considerably. OHS is still following a mask mandate in the classrooms so all children and staff are still masked at the centers.
2. Only one employee so far has been lost due to the vaccine mandate.

V. NEW BUSINESS

1. Grant Application
 - A. L. Maue shared the grant application with the Board members for explanation and discussion.
 - B. The program is proposing to continue the Monday through Thursday program option for the upcoming school year. This leaves Fridays for more individualized training for staff. Early data indicates that this program option has helped retain and recruit staff.
 - C. Room 118 at the Carbondale center will be converted to a full day classroom. Enrollment for this classroom will be one child from each of the other classrooms to help reduce the teacher/child ratios in those rooms.
 - D. Transportation-will be changing as the contracts are negotiated with Jackson County Mass Transit in Carbondale and Murphysboro and RIDES Mass Transit for John A. Logan and Marion.
 - E. Budget- 51% of the grant budget will be spent on personnel. A large piece of playground equipment is included for the John A. Logan playground. The program plans to add two new teachers to the staff.
- **On a motion by S. Thompson, 2nd by C. Greenlee, the 2022-23 Grant Application was approved.**
2. Self-Assessment
 - A. L. Maue shared the Self-Assessment report with the Board members and went over the findings for the program.
 - B. The community meeting was conducted online, which resulted in a decreased number of participants.
- **On a motion by S. Thompson, 2nd by C. Stephens the Self-Assessment report was approved.**
3. Selection Criteria
 - A. Christina Lewis, the ERSEA Coordinator, presented the proposed 2022-23 Selection Criteria.
 - B. The layout changed significantly for next year to make it less complicated for staff completing the form.

- C. Most of the point categories stayed the same. For the ones that changed, the change came in hopes it will better serve the most qualified families in the program.
 - D. A new category “Special Stressors” was added to add points for families with life changing circumstances.
 - **On a motion by C. Greenlee, 2nd by S. Thompson, the Selection Criteria for 2022-2023 was approved.**
4. Staff Appreciation Training Day
- A. Event to be held on May 13, 2022 at the Carterville Community Center.
 - B. Breakfast will be served followed by a speaker and service awards
 - C. All Governance Board members are invited to participate.

VI. ANNOUNCEMENTS

- 1. Next meeting is June 15, 2022.

VII. ADJOURNMENT

S. Thompson motioned to adjourn at 4:04 pm. C. Greenlee seconded. Meeting was adjourned.

Michelle Pritchard, Governing Board Chair