

## Head Start Governance Meeting

June 16, 2021

### I. CALL TO ORDER

Meeting was called to order at 3:04 pm.

### II. ROLL CALL

Michelle Pritchard, Stacy Thompson, Carol Greenlee, Ryan Hall, Casheena Stevens, and Lea Maue

### III. MEETING MINUTES

- S. Thompson moved to accept the minutes from March 17, 2021 C. Greenlee 2<sup>nd</sup>. Minutes were approved.
- S. Thompson moved to accept the minutes from the specially called May 24, 2021. C. Greenlee 2<sup>nd</sup>. Minutes were approved.

### IV. FINANCIAL REPORT

1. Extra funds left in the FY21 budget are expected to be spent out by June 30, 2021. There are numerous PSO charges for projects that have not been billed yet. There may be last minute PSO will be necessary prior to the end of June.
2. T/TA budget has been overspent and charges will come out of Basic to zero it out.
3. Food Subsidies is -\$114,513 which will be transferred out of Basic.
4. Overhead Account has a balance of \$188,735.00.

### V. OLD BUSINESS

None to Report

### VI. NEW BUSINESS

Program Instruction: Expectations for the 2021-22 School year-review

1. The program will have a funded enrollment of 337 children. The program goal is to be fully enrolled by September 30, 2021. Low enrollment will not count against the program until January of 2022, but the program will be working hard to reach full enrollment before then.
2. Office of Head Start has stated that virtual learning should not be used unless necessary on an "interim" basis. There will be no virtual learning offered, all classes will be in person for PY21-22.

Personnel Policies-review and approve

1. Personnel policies were reviewed and discussed.
2. Program Director will become the Executive Director this fiscal year due to her knowledge and insight on the program.
3. No significant changes were made to the rest of the policies other than minor grammatical and wording changes.
4. S. Thompson moved to approve the Personnel Policies. C. Greenlee 2<sup>nd</sup>. Personnel Policies were approved.

#### American Recovery Plan Funds-discuss

1. The program will receive \$403,000 to be used for COVID-19 related expenditures. The program will have two years to use the money. The program is going to spend the money as soon as possible as it will be difficult to justify COVID-19 related as time passes.
2. Child Development Managers, and Community Workers will be paid out of these funds during July to recruit and enroll students.
3. The program is exploring having small bathroom facilities with toilets in all the classrooms at the Carbondale center. This will require fewer children in each classroom due to the space taken by the bathrooms.
4. The plan is to convert the old training room at the Carbondale center into a new classroom. This will accommodate a classroom for the reduced number of students from the reduced space in other classes.
5. The program is also exploring acquiring a sanitizing dish machine for the John A Logan center. They currently are using a household type dishwasher.
6. Plan is to replace windows in the classrooms and offices of the Carbondale center and the window blinds to accommodate the new windows. These windows should be easier for staff and students to escape in the event of an active shooter.
7. A driveway from highway 51 to the Carbondale parking lot needs to be built to improve traffic flow through the lot back out to the highway. This would ease the traffic congestion during drop off and pick up times at the center.
8. A certified public accountant or a professional auditor may be contracted to consult on how the program calculate family eligibility so that all family eligibility is calculated consistently.

#### 2021-2022 Meeting Schedule-review

1. The schedule for the 2021-2021 program year was shared with the Board. There were no conflicts reported. The plan is to go hybrid with the meetings so those who can attend in person can. Those who are unable to meet in person may still attend virtually.

#### VI. ANNOUNCEMENTS

1. Next meeting is September 15<sup>th</sup>, 2021.
2. Director reported that summer school is going well and the field trips are being enjoyed by all.

#### VII. ADJOURNMENT

R. Hall motioned to adjourn at 3:47 pm. S. Thompson seconded. Meeting was adjourned.

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