

**SIU Carbondale Head Start
Governing Board Meeting**
June 15, 2022

I. CALL TO ORDER

M. Pritchard, Board Chair, called the meeting to order at 3:01 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 Ryan Hall present. Stacy Thompson was absent. Executive Director Lea Maue was also in attendance.

III. MEETING MINUTES

C. Stephens Greenlee moved to accept the minutes from the regular quarterly meeting from March 16, 2022, C Stephens 2nd. Minutes were approved.

C. Greenlee moved to accept the specially called meeting minutes from June 10, 2022, C. Stephens 2nd. The minutes were approved.

IV. FINANCIAL REPORT

1. The Basic Grant is now overspent between projects that have been billed and projects that have been incumbered. It is projected to be overspent by \$25,000, but may come in less as the estimates for projects often are less than the estimates. After all charges have cleared, overspent charges will be cleared through the overhead account.
2. T/TA budget is overspent by one cent.
3. Both the ARP and CRRSA funds appear to have significant balances, but all funds have been encumbered through minor renovation projects occurring at the Carbondale center over the summer. These funds must be spent by March 31, 2022.
4. The Health and Safety supplemental funding will be spent out after the completion of the road and parking project, which is projected to be complete by July 1, 2022.
5. The p-card report was provided to C. Greenlee for review via email, and there were no questions or concerns.
 - **A motion was made by C. Greenlee, 2nd by R. Hall, to approve the financial report. Report was approved.**

V. Old Business

1. **Non-Compliance Update:**

- A. The program received T/TA on June 14, 2022 to create a corrective action plan for an area of non-compliance related to discipline at the Murphysboro center.
- B. L Maue presented the corrective action plan for board review and discussion.
- C. The program has 120 days to make the correction, which is currently August 25, 2022.

- D. The board discussed requesting an extension to mid-September, so that the corrective actions can be monitored for effectiveness.

2. Action Supervision Incident:

- A. L. Maue updated the Board on the incident in which teachers in a classroom in Murphysboro left a child at a park after their recognition ceremony on May 17, 2022.
- B. One teacher has been disciplined and one will start the investigatory interview process when she returns on contract.
- C. DCFS licensing and Department of Protective Services both conducted investigations, but no finding has been made to date.
- D. Office of Head Start will conduct a RAN monitoring review on June 21, 2022. The program is reviewing its active supervision and field trip procedures.

3. Building Projects Update:

- A. The new road and parking lot between the front admin building and the school in Carbondale should be completed by July 1, 2022.
- B. The minor renovations project at the Carbondale center replacing windows and adding doors will be started as soon as the go-ahead is received from legal.
- C. The old shed at the back administration office has been torn down and demolished and the new shed will begin being built soon. Supplies for the building have been delivered to the sight.
- D. The grassy area outside of rooms 114, 116, and 118 in Carbondale will be leveled and fenced in to create a playground area for those classrooms. Preliminary work has begun.

V. NEW BUSINESS

1. 1303 Application Review and Approval:

- A. This application is to receive approval to purchase the house that sits in front of the Carbondale school, raise the home on the sight, and build a nature scape play area and additional parking.
 - B. The total requested amount is for \$127,300. \$99,000 will be for the house, \$2,300 for closing costs and \$26,000 for the demolition of the house and the shed behind the house.
 - C. L. Maue is still waiting for an environmental analysis and appraisal of the 1906 N. Illinois property to be performed before submitting the application.
 - D. The long-term plan is to consolidate all three parcels of property if this application is approved to make the school, front admin and this playground area all one unit of property to be valued at approximately \$1,000,000.
- **On a motion by R. Hall, 2nd by C. Greenlee, the 1303 Application was approved pending environmental analysis and appraisal.**

2. Lead Testing:

- A. L. Maue reported that lead mitigation at the Carbondale center is complete and affected water sources were tested for the second time on June 15, 2022.
- B. Water fountains have been replaced and filters installed in the kitchen and main line.
- C. The last samples came back clear, but DCFS requires two clear samples.

3. Personnel Policies Review and Approval:

- A. Changes to the Personnel Policies were reviewed. No substantive changes have been recommended.
 - B. DCFS Background clearances must be cleared now prior to an employee being able to work directly with children.
 - C. A new form will be presented to all staff for signature, explaining the program's dress code.
 - D. A Personnel Development request form will be tied in with the supply request form for conferences and trainings that staff would like to attend.
- **On a motion by R. Hall, 2nd by C. Stephens, the proposed changes to the Personnel Policies were approved.**

4. Non-Federal Share Waiver:

- A. The program will be submitting a request for a waiver of 7.26 % of the Non-Federal Share for the 2021-2022 program year.
 - B. Not being able to have parents in the classrooms and having classes closed due to COVID have contributed to the program not being able to meet their requirements.
 - C. Online meetings and activities were held to help improve the amount of funds raised, but could not make up for the lack of volunteer hours.
- **On a motion by C. Greenlee, 2nd by C. Stephens, the Non-Federal Share Waiver was approved.**

5. Disabilities Waiver:

- A. The program is required by the grant to serve 10% of its enrollment with children with disabilities. This year the program served 18 children.
 - B. Some parents did not want to take part in these services even though their children were eligible.
 - C. Out of 13 prospective children, 7 were eligible, and 6 were not eligible.
 - D. There were 9 more children on the waiting list that could not be placed in the program.
 - E. Historically, a large number of the programs children with disabilities are at the Marion center.
 - F. The waiver request is very detailed about the children served by our program and how the process is completed.
- **On a motion by C. Stephens, 2nd by C. Greenlee, the Disabilities Waiver was approved.**

VI. Governance Board Meeting Schedule:

L. Maue presented the 2022-23 proposed meeting schedule. Per Governing Board by-laws, meetings are to be the third Wednesday of month, quarterly in September, December, March, and January. The third Wednesday of the month in March is during the University's spring break, so the March meeting was proposed to be held the fourth Wednesday of the month.

- **On a motion by M. Pritchard, 2nd by C. Greenlee, the Governance Board Meeting Schedule was approved.**

VII. ADJOURNMENT

R. Hall motioned to adjourn at 3:50 pm. C. Greenlee seconded. Meeting was adjourned.

Michelle Pritchard, Governing Board Chair