

**Head Start Governance Meeting**  
September 15, 2021

**I. CALL TO ORDER**

Meeting was called to order at 3:04 pm.

**II. ROLL CALL**

Michelle Pritchard, Stacy Thompson, Ryan Hall, Casheena Stevens, Lea Maue, and Janna Gharbawi

**III. MEETING MINUTES**

- S. Thompson moved to accept the minutes from June 16, 2021. R. Hall 2<sup>nd</sup>. Minutes were approved.

**IV. FINANCIAL REPORT**

1. Extra funds left in the FY21 budget should be expended once all billing has been applied. There are numerous PSO charges for projects requested prior to June 30 that have not been billed yet. Motion was made by S. Thompson, second by C. Stevens. Budget report was approved.

**V. OLD BUSINESS**

1. American Rescue Plan (ARP) funds have only had about \$35,000 spent so far. New windows for the Carbondale and Marion centers going to be paid for out of these funds. There will also be air purifiers purchased for centers. All of the listed items are justifiable with the ARP funds.
2. Enrollment is low due to lack of coverage in the classrooms. The program needs to hire more staff to be able to open more classrooms. Also, the lack of bus drivers has affected enrollment. Families need assistance with transportation.
3. The Office of Head Start requested the input of the Governance Board in the decision to waive Federal Share on the Health Supplement funds. This would be the waiver of all volunteer hours not monetary. Motion made by S. Thompson, 2<sup>nd</sup> by C. Stevens. Motion carried with one member abstaining.

**VI. NEW BUSINESS**

1. Federal Monitoring Review  
The program will have a monitoring review held virtually the week of October 18. This will mean that there will not be any classroom or center monitoring at that time. Only the administration and governance staff should be involved in this review.
2. Program Information Report  
Program Information Report was provided to all board members. The report was reviewed and noted that all areas of the report looked good taking into consideration that COVID affected the whole year.
3. Program Goals and Objectives  
The goals were discussed and reviewed. Goals for 2020-2025 are as follows:
  - a. Quality Education-Program CLASS scores have increased

- b. Social Emotional Competence-Using the DECCA system
  - c. Meaningful Family Involvement-Getting families more involved
  - d. Attendance-Improvement plans to help raise numbers
  - e. Staff Development-Continued training to keep staff learning
  - f. Birth-to-Five Continuum-Need to have teachers qualified to teach Early Head Start
  - g. Dental Health-Many children have severe dental issues
4. Self-Assessment 2021-22 Timeline  
A date timeline was presented to the board members with each step of the Self-Assessment process from beginning to end. Timeline was discussed. Motion was made by S. Thompson to approve, second by R. Hall. Self-Assessment Timeline was approved.

#### VI. ANNOUNCEMENTS

1. Next meeting is December 15<sup>th</sup>, 2021.

#### 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