

MEETING MINUTES
SIU CARBONDALE HEAD START
GOVERNANCE BOARD
September 16, 2020

Members Present	Members Absent/Excused	Staff Present	Staff Absent	Guests Present
Michelle Pritchard		Lea Maue		
Carol Greenlee				
Ryan Hall				
Casheena Stevens				
Stacy Thompson				

The regular meeting of the SIU Carbondale Head Start Governance Board was called to order at 3:00 p.m. by Chair, M. Pritchard. Roll call was conducted, and a quorum was present.

Meeting Minutes

I. June 17, 2020

- *S. Thompson moved to accept, C. Greenlee-2nd – Motion passed*

II. July 29, 2020 (Specially called)

- *C. Greenlee moved to accept, C. Stephens – 2nd – motion passed*

Old Business

I. Early Head Start Expansion Update

Early Head Start extension grant – did not happen. Not enough resources. No partnerships due to issues concerned with COVID-19. So the grant was not submitted.

II. Self-Assessment 2019-20

- A. Discussed findings at previous meeting and then L. Maue coded them to find overarching themes:
 - a. Culture of accountability
 - b. Communication across the board
 - c. Needs of the family have increased significantly – an overwhelming one. (bedbugs, domestic abuse, needs and limited access to resources, as well as other issues)
- *S. Thompson moved to accept self-assessment, C. Stephens 2nd – motion passed*

New Business

I. Budget and P-Card approvals

A. FY 2020 Budget

Head Start budget is spent out. First year HS was underspent by \$120,000 but got it taken care of. All but health (.50 left) and food budgets are zeroed out. A lot was done: bought a house, two vehicles, fixed up gym.

B. FY 2021 Budget

Reviewed budget lines of proposed. Almost \$3.4 million balance for the school year. \$160,000 waiting for COLA increase but NTT contract not complete so may not be able to pay out for increase in pay. Updates to properties will be made. Food – delivering food on Mondays for 5 days (breakfast, snack and lunch as well as milk and juice). No money from childcare subsidy. Overhead account has been in flux all summer with each item, as adjustments were made. \$122,000 in overhead account. Question asked about C. Greenlee seeing it.

- *S. Thompson moved to approve, C. Stephens. Individual vote taken, Budget approved.*

C. P-Card Approvals

P-card charges for COVID-19. Itemized accounting with items and who charged the amount. For the most part, food and sanitation items were charged for the most part. Also, laptops for staff members working at home as well as packets.

- *S. Thompson moved to approve, R. Hall – 2nd Individual vote taken and p-card charges were approved.*

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II. Enrollment

- A. Approximately one half of remote spots and two-thirds of in-person are full. It is fluid as to who is attending. Parents are overwhelmed with remote but not wanting to send to in-person.
- B. Will meet with regional grants person on Friday and will discuss enrollment.

III. Annual Report

- A. L. Maue provided an update on the status of the 2019-2020 Annual Report.
- B. Work on the report is in progress with an October 16, 2020 date for expected completion.

IV. Program Goals and Objectives

- A. L. Maue presented the strategic plan that was approved as part of the competitive grant application last November.
- B. Reviewed program goals and the work that the program will do this year.

C. Special concerns in working toward goal achievement during COVID pandemic include:

- i. Social and Emotional well-being of children and staff;
- ii. Training and preparing staff to reduce turn over;
- iii. Work on the birth to five continuum;
- iv. Access to dental care for children.
- v.

V. **Self-Assessment 2020-21 Timeline**

- A. L. Maue presented the 2020-21 Self-Assessment process and deadline.
- B. The community meeting will be held on Friday, February 12, 2021 either in-person at the Carbondale Civic Center or via a web-based platform.

– *S. Thompson moved to approve and R. Hall 2nd. Motion passed.*

VI. **Announcements**

None

Next Meeting Date

The next regularly scheduled Governance Board meeting will be December 16, 2020 at 3:00 p.m.

Adjourn

On a motion by R. Hall, seconded by S. Thompson, the meeting was adjourned at 4:02 p.m.

Respectfully submitted by _____
Stacy Thompson, Secretary