

**SIU Carbondale Head Start
Governing Board Meeting
September 18, 2024**

I. CALL TO ORDER

C. Greenlee, called to order at 3:03 pm

II. ROLL CALL

C. Greenlee, Board Chair, conducted roll call and found there to be a quorum with board members C. Greenlee, W. Stephens, C. Swims, and C. Walton present. Executive Director Lea Maue, Interim Director Sue Dierks, and Janna Gharbawi, Senior Business Manager were also in attendance.

III. EXECUTIVE DIRECTOR'S REPORT

- A. The document will be provided to the Board members soon. The contact information for Interim Director, Sue Dierks will be included in the document.
- B. The program is having issues with the University background checks coming through extremely slow. Executive Director would like to initiate a policy with HR in which the DCFS background checks could be used for hires instead of the University check. It was suggested that maybe a memo could be sent thru the head of HR to legal to achieve this transition. This has caused it to be very difficult to hire bus monitors and without bus monitors we cannot provide transportation to children who need it. Board member W. Stephens stated that he would be willing to be an advocate for the Head Start program if there is something he can do to help the process.
- C. The program would also like to start using staff who are in the CDA program be allowed to serve as an assistant teacher in the classrooms. This would meet both the Head Start Standards as well as the DCFS Licensing Requirements. It would allow more coverage in the classrooms and better ability to staff program.

IV. FINANCIAL REPORT

- A. Senior Business Manager, Janna Gharbawi reviewed the budget report with the Board members.
 - B. To close out last year's budget, the program is waiting on the final billing for roof repairs made at Carbondale and Marion. Once this billing is provided the overspent amount of the budget can be balanced with the overhead account funds. Food charges are in the negative due to the rising cost of food and this will be covered also by the overhead account.
 - C. This year's budget has a projected balance of \$577,557. The fringe rate for staff may be approved to rise and this will be charged to the program retroactively to July 1, 2024. Regular expenditures will be calculated in to the projected balance as soon as all the numbers are available for this year's purchase orders, which are in the hands of legal counsel.
- **C. Swims moved to approve the financial report, on a second by C. Walton, and all in favor, the report was approved.**

I. OLD BUSINESS

- A. Health and Safety Supplement request has been submitted. Executive Director believes the request will be approved. This supplemental money will help with dental needs and social emotional needs for the Head Start children. Children in the program are having delays this year.
- B. Executive Director believes the Enrollment Reduction Request will be approved by September 30, 2024. This will lower our enrollment requirements to 290 enrolled children.
- C. The Under Enrollment plan requires that we be fully enrolled by September 30. The program currently has 257 children enrolled, with 64 children on the waitlist and 18 children waiting to be enrolled as soon as they have their health requirements met or we can get them transportation. Executive Director will notify the Board members at the end of the month on where the program stands on its enrollment.

VI. NEW BUSINESS

There was no new business to discuss at this time.

VII. ADJOURNMENT

- **C. Swims moved to adjourn the meeting, second by C. Walton. All present approved. Meeting was adjourned at 3:27 pm.**

Carol Greenlee, Governing Board Chair