

**SIU Carbondale Head Start
Governing Board
September 20, 2023**

I. CALL TO ORDER

Board Chair, C. Greenlee, called the meeting 3:01 pm.

II. ROLL CALL

C. Greenlee conducted roll call and found there to be a quorum with board members Casheena Stephens, Carol Greenlee, and Ryan Hall, and Stacy Thompson present. Executive Director Lea Maue was also in attendance.

III. MEETING MINUTES

1. June 14, 2023 meeting minutes were reviewed.
 - **On a motion by R. Hall, second by S. Thompson, minutes were approved.**
2. August 2, 2023, specially called meeting minutes were reviewed.
 - **On a motion by R. Hall, second by S. Thompson, minutes were approved.**

IV. EXECUTIVE DIRECTOR REPORT

1. The program is almost fully staffed for the program year.
2. The program is hoping to have all classrooms open by November 1, 2023.
3. Covid is increasing throughout the program with teachers and children being affected.
4. Potential Government shut down should not have too big of an impact on program as the grant year began July 1 and will not end until June 30.
5. The program will not be looking at Early Head Start until there is extra funding to implement due to costs of extra staff, equipment, etc.
6. C. Greenlee posed the question of whether state funded pre-k will have much of an impact on the program. Exec. Dir. L. Maue said it would make Head Start have to compete more to keep enrollment up.

V. FINANCIAL REPORT

1. Financial report shows budget balances with encumbrances taken into account. A large number of these are estimated charges that may come in lower than anticipated. Currently with the encumbrances the report shows the program with a negative balance of \$98,607.73. This will level out with positions that have not been filled yet and actual charges coming in under budget.
2. Food subsidies account is showing negative which is normal because the program has not had any reimbursements yet. The program is not allowed to show a profit on this account.
 - **On a motion by S. Thompson, second by C. Stephens, the financial report was approved.**

VI. OLD BUSINESS

1. None to report

VII. NEW BUSINESS

1. Program Information Report

Executive Director L. Maue shared the PIR report with the board members. The report shows program served 299 children during the PY22-23. there were 24 foster children served and 15 homeless. Only 6 above income children were served. There was a high absentee rate for the year with 221 children being categorized as chronically absent. The majority of the children served by the program were African American. English was the primary language for the children, with only 6 with English a second language. There was low staff turn-over for the year compared to years past.

2. By Laws Revision

The proposed change to the By-Laws to have 5 board members and 1 member non-voting member from Legal Council was discussed. There needs to be 2 more members recruited prior to this change being made. The board will work on recruitment prior to the December meeting and discuss the changes at that meeting.

3. Enrollment Reduction Request

The pm classes in the program are under enrolled. These are not desirable times for families to send children. Other daycares will not transport children to Head Start for these sessions. The program would like to convert 1 Carbondale and 1 Marion part day classrooms to full day classrooms. This will reduce enrollment from 337 to 307. The action on this proposal was tabled until the Executive Director can supply the board members with the written request to be submitted to the Office of Head Start.

VIII. ANNOUNCEMENTS

The next meeting date will be December 20, 2023.

VIII. ADJOURNMENT

R. Hall moved to adjourn at 3:36 pm, S. Thompson seconded. Meeting was adjourned.

Governing Board Member