

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

I. CALL TO ORDER

Board Chair, C. Greenlee, called the meeting 3:06 pm.

II. ROLL CALL

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

III. MEETING MINUTES

1. September 20, 2023 meeting minutes were reviewed.
 - **On a motion by C. Stephens, second by S. Thompson, minutes were approved.**
2. November 20, 2023 specially called meeting minutes were reviewed.
 - On a motion by C. Stephens, second by S. Thompson, minutes were approved.**

IV. EXECUTIVE DIRECTOR REPORT

1. The Executive Director reported that she spent last week in Chicago at a Child Safety Summit.
2. Program procedures have been updated and a new one written about the program's plan to ensure child safety.
3. Teachers are resigning from the program due to serious child behaviors in the classrooms. This is a nation wide problem, not just at SIUC Head Start.
4. The program is trying to increase support to families to help with the problems in the classrooms.
5. The FA2 visit will conduct CLASS reviews via video. The onsite review is anticipated to be after spring break.
6. The program is still looking for a space to enable us to move out of the McElvain school. There have been numerous issues with the staff of the school.
7. Head Start was a part of the recent audit of the University. No results from the audit have been shared with the program nor any word of any findings during the audit.

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 \$5,000.00. The greatest expenditures are of course salaries and fringe. Carbondale center needed a new roof, back administration building needed a new roof, and Marion center had to have roof repairs.
2. T/TA is showing a balance of about \$13,000.00, but this will be expended by the end of the program year with training and consultants.

3. In-Kind has been great so far this year. The program is already at 60% of the required amount as of the end of November.
4. New supply request created by J. Gharbawi has been very beneficial at tracking expenditures and tracking which program goals the expenditures are meeting.
 - **On a motion by P. Swims, second by S. Thompson, the financial report was approved.**

VI. OLD BUSINESS

Underenrollment Plan

1. The enrollment is at it's best since pre-pandemic. There is a waiting list but the classrooms have not been able to be filled due to severe behavioral issues with children. Every class needs to have a third person to help.
2. Interviews are being conducted to hire a Social/Emotional Coach to give support to the teachers and assistant teachers in the classrooms. The two current training coaches are also assisting in the classrooms.
3. The program would like to find a way to convert the teacher positions to a civil service classification so it would be easier to hire staff.

Child Incident and Corrective Action Plan

1. The staff person involved in the child incident has requested a hearing. This will be held on January 8, 2024.
2. This incident could end up being a non-compliance for the program. It could be a deficiency, which would cause the program to go into recompetition for the grant.
3. Part of the Shared Corrective Action Plan is to train all staff on January 2-3, 2024 on the updated and new procedures to ensure the safety of children.

VII. NEW BUSINESS

1. Annual Report

Executive Director L. Maue shared the Annual Report with the board members. A printed color copy of the report will be given to each board member once they are printed. The report shows that enrollment has risen since 2020. Other topics covered are Child Outcomes, Coaching, Health, Dental, BMIs, Parent Participation, and lists all of our Community Partners.

2. Procedures Related to Child Incident

Standards of Conduct Procedure: Added to this procedure is how we monitor the learning environment in the classrooms. This must be done each month for 15-20 minutes at a time. Any score in a classroom below 3, the Child Development Coordinator must be notified and she must arrange documented support for the classroom and teachers. Any maltreatment must be reported to the Executive Director immediately.

On a motion by P. Swims, second by C. Stephens, the board voted unanimously approve the procedure.

3. Coordinated Coaching Strategy Procedure
Child Development Coordinator will provide training for Coaches to conduct intensive coaching for new hires or staff moving to a new position. After one year of this intensive coaching, these staff can provide Peer Coaching for other staff. This will provide ongoing Intensive Coaching for staff.

On a motion by S. Thompson, second by C. Swims, the board voted to unanimously approve the procedure.

4. Meal Time Procedure
Updates to sections 2, 3, & 4, focus on child development and how meal times can help teach, fine motor skills, social interaction and other areas of child development. Guidelines are given for how meals should be conducted and how to handle conflict at meal time.

On a motion by C. Swims, second by C. Stephens, the board voted unanimously approve the procedure.

5. Responding to Challenging Behavior
This is a new procedure to help train staff on how to respond when a child is presenting with challenging behavior. Executive Director went through all eight pages of the procedure explaining how staff would be expected to react under given circumstances. The floor was opened to any questions the board members might have.

On a motion by S. Thompson, second by C. Stephens, the board voted unanimously to approve the new procedure.

VIII. ANNOUNCEMENTS

The next meeting date will be March 20, 2024.

VIII. ADJOURNMENT

R. Hall moved to adjourn at 4:09 pm, S. Thompson seconded. Meeting was adjourned.

Governing Board Member