

Head Start Governance Meeting
March 17, 2021

I. CALL TO ORDER

II. ROLL CALL

Michelle Pritchard, Stacy Thompson, Carol Greenlee, Ryan Hall, and Lea Maue

III. MEETING MINUTES

S. Thompson moved to accept the minutes from December 16, 2020 C. Greenlee 2nd. Minutes were approved.

IV. FINANCIAL REPORT

1. Under 56% of the budget is spent. COLA/QI has a balance of \$167,259, Basic grant has \$1.7 million. After transfer to Food Subsidies there will still be \$300,000. A proposal to conduct summer classes for 8 weeks at the end of the budget year will help spend budget out. It will largely depend on staff being willing to work the extra weeks during the summer. Research needs to be done on whether the summer classes benefit the children in the program.
2. T/TA budget has \$13,000 remaining which will be spent out with trainings staff are already signed up for.
3. Startup budget has \$58,000.00 remaining, which will be used to install a new intercom system at JL and expanding the playground in CD.
4. Food Subsidies is -\$70,000.00 which will be transferred out of operations funds at the end of the year.
5. Overhead Account has a balance of \$158,000.00.
6. Discussion was held concerning the number of staff that hold p-cards and that there should be less staff with them.

V. OLD BUSINESS

1. Business Manager II Position: HR will be sending list of candidates to be interviewed for the position in the next day or so. There are also candidates that can be interviewed for reassignment from Business Manager II positions on campus. L. Maue has asked C. Greenlee to be the chairperson on the search committee, as one candidate lives in her neighborhood.
2. COVID Update: Program is proceeding as is for the remainder of the program year, limiting the enrollment in each classroom to 10 children. Children can be added when appropriate, but this has not been widely used so far. There are 85 children on the waitlist wanting in-person learning, but all the program slots are filled. We have had no applicants for current teacher vacancies.

VI. NEW BUSINESS

1. 2021-22 Baseline Grant Application:
 - a. There is very little change in the grant application from last year's. The budget includes a full-time janitor for the program to work five days a week from 12 noon to 8 pm.

- e. Area for growth is that remote learning is not ideal for three-five-year old children. The program needs to look for more ways to benefit children with this.
 - Motion was made by C. Greenlee to approve the Self-Assessment Report. Second by S. Thompson. Self-Assessment was approved.

4. Selection Criteria

- a. L. Maue presented the 2021-22 Selection Criteria for board review.
- b. There have been no changes proposed to this year's criteria as the current criteria has been very effective in getting services to the families most in need of Head Start Services.
 - Motion was made by R. Hall to approve the Selection Criteria. Second by S. Thompson. Selection Criteria was approved.

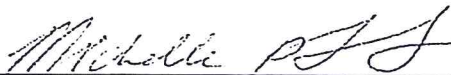
VI. ANNOUNCEMENTS

1. Next meeting is June 16th 2021.
2. Discussion for the June meeting will be about our need for bus drivers and the option to contract with RIDES Transit to use our buses and run Head Start routes.

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