

**SIU Carbondale Head Start
Governing Board
March 22, 2023**

I. CALL TO ORDER

Meeting was called to order at 3:02 pm

II. ROLL CALL

Chair, M. Pritchard conducted roll call and found there to be a quorum with board members Casheena Stephens, and Stacy Thompson present. Carol Greenlee and Ryan Hall joined the meeting while it was in session. Executive Director Lea Maue was also in attendance.

III. MEETING MINUTES

1. December 21, 2022 meeting minutes were reviewed.
 - **On a motion by S. Thompson, second by C. Stephens, minutes were approved.**

IV. FINANCIAL REPORT

1. C. Greenlee recommended to table the budget report due to the Board not getting to review all of the figures prior to the meeting. It will be emailed to board members later in the week for review and reviewed at a specially called meeting.

VI. OLD BUSINESS

1. Area of Non-Compliance
 - There is no update on this matter. No correspondence has been received from the Office of Head Start.
2. Deficiency Corrective Action
 - The Executive Director and Board Chair received notification on February 20, 2023 that the deficiency has been cleared. The program will continue to monitor the corrective steps that were put in place.
3. Purchase of 1904 N Illinois Ave.
 - Closing was held on the property on February 21, 2023. Unrestricted funds were used for the purchase until approval is received from the Office of Head Start on the 1303 application.

VII. NEW BUSINESS

1. Low-Cost Extension
 - The program is asking for an extension on the ARP money, which is supposed to be spent down by March 31. The extension is for \$25,248 and will be expended by purchasing playground equipment once the house and shed at 1904 N Illinois Ave are demolished. The fencing alone for the playground will cost approximately \$29,000.
 - **On a motion by S. Thompson, second by C. Stephens, the extension request was approved.**

2. Selection Criteria

- A. C. Lewis, ERSEA Coordinator joined the meeting to present the 2023-2024 Selection Criteria to the board.
 - B. She noted that the Age, Eligibility, and Special Need sections did not change for the upcoming year.
 - C. In “Other Factors” a new selection was added that gives 10 points for siblings of currently enrolled children.
 - D. After review, the “Waitlist for Second Program Year” option will be continued.
 - E. Under “Other Stressors” the selection for “Change in Family Structure in the Last Year or Family Crisis” will change from 5 points to 10 to accommodate families with these special circumstances.
 - F. C. Lewis noted that a lot of helpful information is gained about families through the selection criteria process. S. Thompson brought up the fact that giving points for English Learning families is a very important factor in our process.
- **On a motion by S. Thompson, second by C. Stephens, the 2023-2024 Selection Criteria was approved.**

3. 2023-2024 Grant Application and Budget (Including COLA/QI)

- A. Changes in the grant application, due to the findings from the Self-Assessment and internal monitoring were reviewed by the board with Executive Director, L. Maue explaining those changes.
- B. R. Hall recommended tabling the voting on the grant application until COLA/QI figures were more exact. T
- C. A meeting to approve the financial report and 2023-24 Continuation Grant application is scheduled for Friday, March 24, 2023 at 4:00 pm.

4. Self-Assessment

Executive Director, L. Maue reported that there were approximately 70 people in attendance at the program’s Self-Assessment meeting. It was very informative and she expressed her appreciation of all who took part in the meeting. There were 15 recommendations as a result of the process.

- 1) Increase Referrals to Community Agencies
- 2) Developing Better Lines of Communication with Local School Districts
- 3) Provide Parents with Educational Support During Summer Months
- 4) Better Inform Parents of Head Start Expectations and Requirements
- 5) Increase Nutrition Activities to Include Parents and Community Resources
- 6) To Identify Special Needs and Corresponding Resources for Parents
- 7) Increase Support to Teachers with Challenging Behavior in the Classrooms
- 8) Increasing Quality and Quantity of Parental Support Among Parents
- 9) Redesign and Rebrand Parent Meeting Structure
- 10) Align Head Start Calendar with Local School Calendars
- 11) Expand Bussing with Jackson County Mass Transit District
- 12) Increasing On-Time Attendance by Incentivizing Attendance

- 13)Restructuring Staff Training to be more Hands-On and Individualized
- 14)Increase Staff Appreciation
- 15)Design System of Efficiently Using Dental Funds for Children with the Highest Needs
 - **After review, S. Thompson moved to approve the Self-Assessment, C. Stephens seconded, and the assessment was approved.**

5. Program Specialist Visit in April

L. Maue announced that the Program Specialist from the Office of Head Start will be making an on-site visit from April 17-April 19. The specialist may request a meeting with the Governance Board. This visit is not part of a monitoring review, but just a “Get to Know the Program” visit.

VIII. ANNOUNCEMENTS

The next meeting date will be June 21, 2023.

There will be a staff recognition and training on May 5, 2023 from 8 am-12 pm which will include a breakfast. All board members are invited to attend.

VIII. ADJOURNMENT

R. Hall motioned to adjourn at 3:54 pm, C. Greenlee seconded. Meeting was adjourned.

Michelle Pritchard, Governing Board Chair