

**SIU Carbondale Head Start
Governing Board Meeting
September 28, 2022**

I. CALL TO ORDER

M. Pritchard, Board Chair, called the meeting to order at 3:04 pm.

II. ROLL CALL

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

III. MEETING MINUTES

C. Greenlee moved to accept the minutes from the regular quarterly meeting from June 15, 2022, C Stephens 2nd. Minutes were approved.

S. Thompson moved to accept the specially called meeting minutes from August 15, 2022, C. Greenlee 2nd. The minutes were approved.

IV. FINANCIAL REPORT

1. The 21-22 Basic Grant spend-out will be affected by the remaining charges yet to be billed for projects completed during the summer months. The program may need to file an extension so that all charges can post to proper account. Overpayments to staff that will be recovered will not be complete until November. Some charges may be transferred to ARP and Safety accounts.
2. In process of submitting the 1303 to purchase the house by the front admin building.
3. The Health and Safety supplemental funding will be spent out after the billing of the road and parking project, which is projected is complete except for the railing on the ramp.
4. For FY 22-23, activity through August was related mainly to salaries and fringe benefits.
 - **On a motion by C. Greenlee, 2nd by S. Thompson, the Financial Reprot was approved.**

V. Old Business

1. **Non-Compliance Update:**

- A. The review meeting was held on September 23, 2022 virtually.
- B. The program will more than likely not receive the results for at least 45 days.
- C. L. Maue will alert the Board to the results as soon as they are received.

VI. NEW BUSINESS

1. **COVID Protocols**

- A. Head Start should be lifting the mask mandate in the near future. Until this is implemented, we will continue to use masks in the centers.

- B. There have been four teachers and numerous children diagnosed with COVID since the beginning of the year.
- C. The program has moved to the practice of isolating children per CDC guidelines, but not quarantining an entire class after a positive case.

2. Deficiency Corrective Action Plan

- A. L. Maue presented and reviewed the Corrective Action Plan for the Deficiency resulting from the child left at a park in Murphysboro on May 17, 2022.
- B. All Board members were notified via email of the results, and the program must comply by October 3, 2022.
- C. The program had many measures in place prior to receiving the results and used the previous Continuous Improvement Plan to create the Corrective Action Plan.
- D. All activities on the CAP have been implemented, and program leadership is in the process of monitoring.
- E. Five classrooms will be going on field trips on September 29, 2022 to test the new systems.

- **On a motion by S. Thompson, 2nd by C. Greenlee, the Corrective Action Plan was approved.**

3. Program Information Report

- A. L. Maue shared the Program Information Report with the board members. Areas of importance were discussed and reviewed.
- B. Cumulative enrollment for the 2021-2022 program year was 268, significantly lower than previous years due to staff shortages.
- C. Most families were eligible due to income or categorical eligibility.
- D. The program transported 141 children.
- E. Family Services need more involvement with the families of children enrolled.

4. Shared Governance Plan

- A. L. Maue shared the Shared Governance Plan with board members.
- B. This is approved on even-numbered years.
- C. L. Maue will send to board members via email in October for review.
- D. The final version will be presented for approval at the December 21, 2022 meeting.

5. Governance Board By-Laws

- A. L. Maue shared the By-Laws with board members.
- B. This document will also be emailed to board members in October for review and presented for approval at the December 21, 2022 meeting.

6. Governance Board Meeting Schedule

- A. Dr. Maue provided the new Governance Board Meeting Schedule to board members via email.
- B. This was reviewed at the June 15, 2022 meeting.

VII. ADJOURNMENT

R. Hall motioned to adjourn at 3:48 pm. S. Thompson seconded. Meeting was adjourned.

Michelle Pritchard, Governing Board Chair