

MEETING MINUTES
SIUC HEAD START GOVERNANCE

August 31, 2018

Members Present	Members Absent/Excused	Staff Present	Staff Absent	Guests Present
Ryan Hall		Lea Maue		
Casheena Stephens				
Carol Greenlee				
Michelle Pritchard				
Stacy Thompson				

A specially called meeting of the SIUC Carbondale Head Start Governance Board was called to order at 10:50 a.m. by Chair, M. Pritchard. Roll call was conducted, and a quorum was present.

Meeting Minutes

No meeting minutes were reviewed, as this was a special meeting.

Old Business

- Operating policies.

A. PROGRAM DESIGN AND MANAGEMENT

I. Program Governance

- On a motion by S. Thompson, seconded by C. Stephens, all former operating policies of SIUC Carbondale Head Start were rescinded. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson, policy A. I(a), Shared Governance was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy A. I(c), Governing Board Responsibilities was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by C. Stephens, policy A. I(d), Advisory Nature of Governing Board was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by C. Greenlee, policy A. I(e), Establishing a Policy Council was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by C. Greenlee, policy A. I(f), Policy Council Responsibilities was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by C. Stephens policy A. I(g), Policy Council Term was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy A. I(h), Policy Council Expense Reimbursement was approved. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by S. Thompson policy A. I(i), Parent Committees: Establishment was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson policy A. I(j), Parent Committees: Requirements was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. I(k), Governance Training was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy A. I(l), Impasse Procedures was approved. All were in favor, none opposed.

II. HR

- On a motion by S. Thompson, seconded by C. Greenlee policy A. II(a), Personnel Policies: Establishment was approved. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by R. Hall policy A. II(b), Staff Qualifications and Background Check was approved. All were in favor, none opposed.

- On a motion by S. Thompson, seconded by C. Greenlee policy A. II(c), Background Checks was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy A. II(d), Hits on Background Check was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. II(e), Physical Exams was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy A. II(f), Standards of Conduct was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson policy A. II(g), Violation of Standards of Conduct was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. II(h), Communication with DLL Families was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. II(i), Bilingual Staff Members was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by C. Greenlee policy A. II(j), Staff Qualifications: Program Director was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy A. II(k), Staff Qualifications: Fiscal Officer was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. II(l), Staff Qualifications: Child & Family Services MGMT was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy A. II(m), Staff Qualifications: Center Director was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. II(n), Staff Qualifications: Lead Teachers was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by C. Stephens policy A. II(o), Staff Qualifications: Assistant Teachers was approved with changes. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. II(p), Staff Qualifications: Teacher Competencies was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. II(q), Staff Qualifications: Community Workers was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. II(r), Staff Qualifications: Health Professionals was approved. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by S. Thompson policy A. II(s), Staff Qualifications: Nutrition Services was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. II(t), Staff Qualifications: Coaches was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. II(u), Staff Qualifications: Bus Drivers was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. II(v), Staff Immunizations was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson policy A. II(w), Volunteer Health Examinations was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. II(x), Volunteers and Child Safety was approved. All were in favor, none opposed.

- On a motion by C. Stephens, seconded by C. Greenlee policy A. II(y), Performance Evaluations was approved. All were in favor, none opposed.

III. Child Records

- On a motion by S. Thompson, seconded by C. Stephens policy A. III(a), Child Files was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson policy A. III(b), Disclosures was approved with changes. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by S. Thompson policy A. III(c), Written Agreements was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. III(d), Annual Notice was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. III(e), Rights to Inspect and Copy Records was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. III(f), Parent Rights to Challenge and Amend Records was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by R. Hall policy A. III(g), Inspection of Written Agreements was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by R. Hall, policy A.III(h), Maintaining Records was approved. All were in favor, none opposed.

IV. Professional Development

- On a motion by S. Thompson, seconded by C. Greenlee policy A. IV(a), Orientation was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. IV(b), Content of Training was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. IV(c), Approach to Professional Development was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. IV(d), Coordinated Coaching Strategy was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. IV(e), Staff Mental Health was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. IV(f), Staff Wellness and Health Education was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by C. Stephens policy A. IV(g), Gateways to Opportunity was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy A. IV(h), Further Education was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. IV(i), Safety Training was approved. All were in favor, none opposed.

V. Program Management and Quality

- On a motion by R. Hall, seconded by S. Thompson policy A. V(a), Service Duration was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. V(b), Planning was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. V(c), Management System was approved. All were in favor, none opposed.

- On a motion by S. Thompson, seconded by C. Stephens policy A. V(d), Coordinated Approaches was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy A. V(e), Establishing Goals was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. V(f), School Readiness Goals was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy A. V(g), Monitoring Program Performance was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. V(h), Self-Assessment was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. V(i), Using Data for Continuous Improvement was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy A. V(j), Child Level Assessment was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy A. V(k), Reporting: Status Reports was approved. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by S. Thompson policy A. V(l), Reporting: HHS was approved with changes. All were in favor, none opposed.

B. ERSEA

I. Eligibility

- On a motion by C. Stephens, seconded by S. Thompson policy B. I(a), Service Area was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy B. I(b), Community Assessment was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy B. I(c), Application Process was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy B. I(d), Age Requirements was approved with changes. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by R. Hall policy B. I(e), Eligibility Requirements was approved. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by R. Hall policy B. I(f), Over-income Families was approved with changes. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by C. Greenlee policy B. I(g), Age Verification was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by C. Greenlee policy B. I(h), Income Verification was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy B. I(i), Public Assistance Verification was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy B. I(j), Homelessness Verification was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy B. I(k), Foster Care Verification was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy B. I(l), Eligibility Duration was approved. All were in favor, none opposed.

- On a motion by S. Thompson, seconded by C. Stephens policy B. I(m), Eligibility Records was approved. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by S. Thompson policy B. I(n), Violation of eligibility regulations was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy B. I(o), Eligibility Training was approved. All were in favor, none opposed.

II. Recruitment and Selection

- On a motion by S. Thompson, seconded by R. Hall policy B. II(a), Recruitment of children was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy B. II(b), Selection was approved with changes. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy B. II(c), Chronic Health Conditions was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy B. II(d), IDEA-Eligible Children was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy B. II(e), Waiting Lists was approved. All were in favor, none opposed.

III. Enrollment

- On a motion by S. Thompson, seconded by C. Greenlee policy B. III(a), Maintaining Funded Enrollment was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson policy B. III(b), Continuity of Enrollment was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by C. Greenlee policy B. III(c), Third-year Enrollment was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy B. III(d), Reserved Slots was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy B. III(e), Immunizations was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy B. III(f), Voluntary Parent Participation was approved. All were in favor, none opposed.

IV. Attendance

- On a motion by S. Thompson, seconded by C. Greenlee policy B. IV(a), Daily Attendance was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy B. IV(b), Attendance Follow up was approved. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by R. Hall policy B. IV(c), Promoting Attendance was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy B. IV(d), Average Daily Attendance was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy B. IV(e), Homeless Children was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy B. IV(f), Suspension was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy B. IV(g), Expulsion was approved. All were in favor, none opposed.

- On a motion by S. Thompson, seconded by C. Greenlee policy B. IV(h), Fees was approved. All were in favor, none opposed.

C. EDUCATION SERVICES

I. Child Development

- On a motion by S. Thompson, seconded by C. Stephens policy C. I(a), Determining program options was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. I(b), Ratios and Group Size was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. I(c), Teaching and Learning Environment was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. I(d), Social Emotional Relationships was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. I(e), Effective Teaching Practices was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. I(f), Dual Language Learners was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. I(g), Learning Environment was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy C. I(h), Materials for Learning was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy C. I(i), Approach to Rest was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy C. I(j), Approach to Meals was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy C. I(k), Approach to Routines was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy C. I(l), Approach to Physical Activity was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy C. I(m), Curricula was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson policy C. I(n), Supporting Staff in Curriculum Implementation was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy C. I(o), Individualization was approved. All were in favor, none opposed.

II. General

- On a motion by S. Thompson, seconded by C. Greenlee policy C. II(a), Classroom Pets and Other Animals was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy C. II(b), Diapers/Pull-Ups/Soiled Clothing was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy C. II(c), Field Trips was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy C. II(d), Visual Media was approved. All were in favor, none opposed.

III. Screenings

- On a motion by C. Stephens, seconded by S. Thompson policy C. III(a), Developmental Screenings was approved. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by S. Thompson policy C. III(b), Screening and Assessment Characteristics was approved. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by S. Thompson policy C. III(c), Prohibited Use of Screening and Assessment Data was approved. All were in favor, none opposed.
- On a motion by C. Stephens, seconded by S. Thompson policy C. III(d), Results of Screenings was approved. All were in favor, none opposed.

IV. Involving Parents in Learning Process

- On a motion by S. Thompson, seconded by C. Greenlee policy C. IV(a), Parent Access was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy C. IV(b), Teacher Communication was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy C. IV(c), Parent Contacts was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy C. IV(d), Parent Input on Instructional Materials was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy C. IV(e), Parent and Family Volunteering was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee policy C. IV(f), Full Participation in Program was approved. All were in favor, none opposed.

V. Disabilities

- On a motion by S. Thompson, seconded by C. Stephens policy C. V(a), Services for Children with Disabilities was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. V(b), Referrals was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. V(c), Eligibility for Services was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. V(d), Ineligibility for Services was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. V(e), Services During IDEA Eligibility was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. V(f), Children with IEP, IFSP was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. V(g), Transitioning was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. V(h), Parents of IDEA-Eligible Children was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. V(i), Coordination with Local LEAs was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. V(j), IDEA: Interagency Agreements was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy C. V(k), IEP/IFSP Process was approved. All were in favor, none opposed.

VI. Transitions

- On a motion by S. Thompson, seconded by R. Hall policy C. VI(a), Implementing Transition Strategies and Practices was approved with changes. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy C. VI(b), Family Collaboration was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy C. VI(c), EHS Collaborations was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy C. VI(d), Community Collaboration for Transitions was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy C. VI(e), Community Collaboration Summer Care was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy C. VI(f), Learning Environment Activities was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy C. VI(g), Children with an IEP was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall policy C. VI(h), Transition Between Programs was approved. All were in favor, none opposed.

D. Health Services

I. Health

- On a motion by S. Thompson, seconded by C. Stephens policy D. I(a), Health Services was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy D. I(b), Health Advisory Committee was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy D. I(c), Authorization for health and developmental procedures was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy D. I(d), Policies for health emergencies was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy D. I(e), Refusal of Services was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy D. I(f), Source of Health Care was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy D. I(g), Ensuring Up-to-Date Child Health Status was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy D. I(h), Vision and Hearing Screenings was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy D. I(i), Ongoing Care was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy D. I(j), Extended follow-up Care was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy D. I(k), Use of Funds was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy D. I(l), Oral Health Practice was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens policy D. I(m), Daily Health Observations was approved. All were in favor, none opposed.

- On a motion by C. Greenlee, seconded by S. Thompson policy D. I(n), Head Lice was approved. All were in favor, none opposed.

New Business

- none

Training

Announcements

Next Meeting Date

The next regularly scheduled Governance Board meeting will be September 19, 2018.

Adjourn

On a motion by R. Hall, seconded by C. Stephens, the meeting was adjourned at 3:37 p.m.

Respectfully submitted by _____
Michelle Pritchard, Board Chair