

**MEETING MINUTES
SIU CARBONDALE
HEAD START GOVERNANCE BOARD
September 19, 2018**

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

The September 19, 2018 meeting of the SIU Carbondale Head Start Governance Board was called to order at 3:00 p.m. by Chair, M. Pritchard. Roll call was conducted, and a quorum was present.

Meeting Minutes

- Meeting minutes from the specially called July 2, 2018 meeting were presented for approval. On a motion by S. Thompson, seconded by C. Greenlee, the minutes were approved.
- Meeting minutes from the specially called August 22, 2018 meeting were presented for approval. On a motion by C. Greenlee, seconded by R. Hall, the minutes were approved.
- Meeting minutes from the specially called August 31, 2018 meeting were presented for approval. On a motion by R. Hall, seconded by C. Greenlee, the minutes were approved.

Agenda Amendment

On a motion by R. Hall, seconded by C. Greenlee, the agenda was amended to move old business items after new business.

New Business

- Operating budget
 - The FY 19 operating budget to date was reviewed, including Basic, T/TA, overhead, CACFP, and Childcare Subsidy.
 - The largest costs are primarily personnel and fringe.
 - All of the rooftop central air units at the Carbondale Center will need to be replaced at a cost of approximately \$80,000. This will be charged to overhead.
 - Question about balance in overhead account. L. Maue will bring cash balance to next meeting.
- NTT Longevity Increases
 - Eight staff members will qualify for this possible \$550 a month salary increase, creating a possible financial burden
 - Must demonstrate some sort of “excellence”
 - It was suggested that L. Maue email the provost for guidance.
- Program Information Report
 - L. Maue reviewed the 17-18 PIR and any significant changes
 - Little turnover with Lead Teachers
 - Will focus in 18-19 on increasing family referrals
- Self-Assessment Timeline
 - L. Maue presented the proposed Self-Assessment process and timeline
 - On a motion by S. Thompson, seconded by C. Stephens, the Self-Assessment Process and Timeline was approved.

- **Corrective Action Plan**
 - L. Maue presented and reviewed the Corrective Action Plan that was created in conjunction with the T/TA team on September 6 and 7, 2018 to rectify the area of non-compliance identified in the Focus Area Two monitoring results.
 - On a motion by C. Stephens, seconded by C. Greenlee, the Corrective Action Plan was approved.
- **Duration Grant**
 - L. Maue shared the Program Instruction for Supplemental Funds to Increase Program Hours.
 - The intention is to apply to increase hours to 1,020 for four additional children at a cost of approximately 80,000.

Old Business

- Approval of Operating Policies

D. HEALTH SERVICES

II. Nutrition

- On a motion by S. Thompson, seconded by R. Hall, policy D.II(a), Nutrition Service Requirements was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.II(b), Drinking Water was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.II(c), Mealtime was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.II(d), CACFP Management was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.II(e), Breakfast and Late Arrivals was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.II(f), Special Nutrition Needs was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.II(g), Nutrition Assessment was approved. All were in favor, none opposed.

III. Mental Health

- On a motion by R. Hall, seconded by C. Greenlee, policy D.III(a), Classroom Support was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by C. Greenlee, policy D.III(b), Mental Health Consultant was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by C. Greenlee, policy D.III(c), Parental Consent was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by C. Greenlee, policy D.III(d), Community Partnerships for Professional Services was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by C. Greenlee, policy D.III(e), Supportive Environments was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by C. Greenlee, policy D.III(f), Mental Health Interventions was approved. All were in favor, none opposed.

- On a motion by R. Hall, seconded by C. Greenlee, policy D.III(g), Increasing Parent Knowledge was approved. All were in favor, none opposed.

IV. Health Education

- It was suggested that L. Maue review this section and reorganize into a different section. The group will review at the next meeting.

V. Safety Practices

- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(a), Staff Training was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(b), Daily Safety Checks was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(c), Licensing Requirements was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(d), Pests was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(e), Toxins, Clean Air, Drug Free and Pollutants, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.V(f), Preventing Hazards was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.V(g), Lighting was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.V(h), Safety Supplies was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.V(i), Firearms was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.V(j), Separation of Toileting Areas was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.V(k), Preventative Maintenance was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.V(l), Equipment and Materials was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.V(m), Child Abuse and Neglect Reporting was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.V(n), Active Supervision was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.V(o), Release of Children was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by R. Hall, policy D.V(p), Hand Washing was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(q), Diapers, Pull-Ups, Soiled Clothing was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(r), Fluid Exposure Control Plan was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(s), Disaster Preparedness Plan was approved. All were in favor, none opposed.

- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(t), Emergency Preparedness was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(u), Short Term Exclusion was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(v), Medication was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(w), Reporting Safety Incidents was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(x), Table Sanitizing was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(y), Toy and Water Table Sanitizing was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy D.V(z), First Aid Kits was approved. All were in favor, none opposed.
- The Governing Board will approve Sections E and F of the Policies at the regularly scheduled December meeting.
- L. Maue reported that the COLA grant had been awarded and that the office staff were in the process of preparing the paperwork to retroactively pay staff through July 1, 2018.

Training

Announcements

Next Meeting Date

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

Adjourn

On a motion by R. Hall, seconded by S. Thompson, the meeting was adjourned at 4:12 p.m.

Respectfully submitted by _____
Stacy Thompson, Board Secretary