MEETING MINUTES
SIUC HEAD START GOVERNANCE
August 22, 2018

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent/Excused</th>
<th>Staff Present</th>
<th>Staff Absent</th>
<th>Guests Present</th>
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<tbody>
<tr>
<td>Ryan Hall</td>
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<td>Lea Maue</td>
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<td>Casheena Stephens</td>
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<td>Carol Greenlee</td>
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<td>Michelle Pritchard</td>
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<td>Stacy Thompson</td>
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A specially called meeting of the SIU Carbondale Head Start Governance Board was called to order at 2:00 p.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
- Reviewed Personnel Policies page by page. Motion made by S. Thompson, second by C. Greenlee. Personnel Policies revisions were approved.
- Shared Governance Plan was reviewed by the Board.
- Governance Board Schedule for 2018-2019 was reviewed. On a motion by S. Thompson, second by C. Stephens, the schedule was approved.

New Business
- Full Enrollment Plan
  - The program must be fully enrolled. If there are consecutive months when enrollment is not full, the program will need to write a plan of action to correct the situation.
- Monitoring Findings
  - The first finding was, the program did not notify Head Start of a “Significant Health Risk”. Director investigated the incident and determined there was no “Significant Health Risk” that occurred. The recommendation is to contest this finding.
  - The second finding was, a teacher did not use enough open-ended statements, which was an area of concern.
- Policies and Procedures
  - Policies and Procedures were reviewed. Motion was made by R. Hall to approve A.I(b). The rest of the Policies and Procedures were tabled until the board members have more time to review them. They will be voted on at a special meeting set for Friday, August 31, 2018 at 10:30 a.m.

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