

**SIU Carbondale Head Start  
Governing Board  
SPECIAL MEETING  
August 15, 2022**

**I. CALL TO ORDER**

Meeting was called to order at 9:02 pm

**II. ROLL CALL**

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

**III. OLD BUSINESS**

**A. Area of Non-Compliance Update**

- a. L. Maue reviewed the Corrective Action Plan for the Area of Non-Compliance related to child management identified on April 21, 2022.
- b. An extension was requested and approved to extend the compliance date from August 24, 2022 to September 15, 2022.
- c. As part of this process, policies, procedures, and systems were reviewed and revised to ensure that this type of incident does not occur in the future.
- d. After approval by both the Governing Board and Policy Council, all staff and some consultants and volunteers will be trained at the Child Safety Summit on August 17-18, 2022.
- e. All other contractors, consultants, and volunteers will complete online training through the program's web-based learning platform, Bridge.
- f. Monitoring will be conducted between September 1 and September 14, 2022 to ensure that everyone is compliant with the new policies and procedures.

**B. Active Supervision**

- a. The Office of Head Start conducted a federal monitoring review of the incident in which a child was left at a park after an end-of-the-year recognition ceremony on May 17, 2022.
- b. Their investigation has not been concluded, but it is anticipated that the result will be received any day.
- c. The program is being proactive in receiving technical support in advance of the result, anticipating a finding related to the matter.
- d. Regional T/TA support staff are assisting the development of a Quality Improvement Plan to identify corrective action.
- e. Training related to revised and new procedures related to Active Supervision, Field Trip Procedures, and Sign In and Out will take place during the Child Safety Summit.

**IV. NEW BUSINESS**

**A. Policy and Procedure Review**

- a. L. Maue presented and reviewed two new procedures addressing the Area of Non-Compliance related to child management.
    - i. HR-04: Standards of Conduct
    - ii. HR-12: Investigating Violations of Standards of Conduct
  - b. These procedures have been reviewed by both Labor and Employee Relations and General Counsel because they relate to discipline.
  - c. In HR-04 [ III(3)], S. Thompson suggested changing “isolated, uncharacteristic incidents” to “Only patterns of behavior should be grounds for reporting.”
  - d. No other recommendations were made.
  - e. L. Maue then presented and reviewed three procedures addressing the incident related to active supervision.
    - i. CDC-08: Field Trips
    - ii. SFTY-02: Sign In and Out Procedures
    - iii. SFTY-04: Active Supervision
  - f. S. Thompson made two recommendations:
    - i. Be sure that language related to Lead Teacher/Teacher was uniform.
    - ii. Reference the Field Trip Procedures in SFTY-02 [Section V].
- C. Greenlee motioned approve the policies and procedures with corrections suggested by S. Thompson, S. Thompson seconded. M. Pritchard and C. Stephens approved, R. Hall abstained. The policy and procedures were approved.
- B. Child Behavior Support
- a. L. Maue reviewed the support documents related to child guidance.
  - b. These action steps for handling challenging child behavior will be presented to participants at the upcoming Child Safety Summit.
  - c. The action steps are related to the program’s implementation of the Pyramid Model.
  - d. L. Maue explained the basics of the Pyramid Model for those who were not familiar.
  - e. After implementation, feedback from child development staff, and revision, they will be presented to the board as procedures for approval over the course of the program year.

## VI. ANNOUNCEMENTS

1. Next meeting is September 21, 2022.

## VII. ADJOURNMENT

S. Thompson motioned to adjourn at 9:45 am, C. Greenlee seconded. Meeting was adjourned.

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Michelle Pritchard, Governing Board Chair