

Elkhart and St. Joseph Counties Head Start Consortium
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Kathy Guajardo, Executive Director

June 30, 2009

10:00 A.M.

Consortium Board Meeting

I. Call To Order

Steve Mills, President of the Consortium Board, called the meeting to order at 10:00 a.m. The meeting was held at the office of President Mills, School City of Mishawaka.

II. Roll Call

President Steve Mills requested the roll call be taken.

Jim Conner	Middlebury Community Schools
Kathy Guajardo	Executive Director, Head Start
Steve Mills	School City of Mishawaka
John Arnett	Union-North United School Corporation
Dick Reese	John Glenn School Corporation
Joe Sabo	Wa-Nee Community Schools
Dr. Jerry Thacker	Penn-Harris-Madison School Corporation
James Kapsa	South Bend Community School Corporation
Mark Mow	Elkhart Community Schools

Absent from today's meeting: Jim DuBois, Baugo Community Schools; Dr. Bruce Stahly, Goshen Community Schools; and, George Dyer, Concord Community Schools.

Also present at the meeting was Alison Fox from Baker & Daniels, Attorneys at Law.

III. Public Speakers

There were no public speakers present.

IV. Adoption of the Agenda

Mr. Mills requested a motion be made for the adoption of the agenda as presented.

A motion was made by Jim Conner and seconded by Dick Reese. All were in favor.

V. Approval of Minutes

Mr. Mills asked if anyone had any comments or question regarding the minutes before voting on their approval.

A motion for approval was made by Dr. Jerry Thacker and seconded by Jim Conner. All were in favor.

VI. Communication

A.) Executive Director's Report

B.) Policy Council Chairperson's Report

Kathy reported that a change was made in the Policy and Procedures for the Rules of Operation for the Policy Council. Due to the fact that there has been a struggle in the past to get that person to attend the Board meetings to give the reports, in the future, the person taking that office is not to accept the position unless he/she is able to fulfill the commitment to attend the meetings and fulfill that obligation.

C.) Board Member's Communication

VII. Action Agenda

09-0630-01 Approval of Personnel Actions Included in Human Resources Report

A motion was made by Mark Mow and seconded by Dick Reese to approve the Personnel Actions included in the Human Resources Report. All were in favor.

09-0630-02 Approval of Distribution of Payroll, Summary of Actual Expenditures

A motion was made by Dick Reese and seconded by Jim Conner to approve the Approval of Distribution of Payroll, Summary of Actual Expenditures. All were in favor.

09-0630-03 Approval of the Corrective Action Plan for the South Bend Schools Head Start Audit

Kathy explained that Head Start is attached to the South Bend Schools fiscal audit and basically we have an O&B 133 Reg that requires us to file that audit result nine months after that fiscal year closes out. South Bend Schools fiscal year will close June 30th. Then there will be an audit and that audit must be filed by March 30th. What happened this year was that it was posted May 22nd and it did not get to my office, because I didn't know they closed out, until early June. I then tried to get my information to Washington D.C. to get this accomplished, but unfortunately we were trapped in that finding. I will be talking to Mr. Orłowski, because we are going to come up again with another audit, and if at the exit interview if someone could even send me an e-mail and send me a copy of it on that day so I can do my file that will take care of this finding. Failure to not respond could suspend our funding and we don't want that to happen.

A motion was made by Joe Sabo and seconded by Mark Mow to approve the Corrective Action Plan for the South Bend Schools Head Start Audit. All were in favor.

09-0630-04 Approval of the Corrective Action Plan for the CACFP Audit

Kathy explained that the state auditors came right after the last Board meeting to do an audit on the Child/Adult Care Food Program and there were a few findings. Basically, a few teachers did not write their names on the forms, and Nick did not claim two meals which cost \$7.00. These findings were very minor. In fact, Mary Lou Davis was very complimentary of our staff. In the end, the State of Indiana owes us \$500. In the corrective action plan we did make some modifications she suggested such as our breakfasts having both cold and hot food and more protein.

A motion was made by Jim Conner and seconded by Dick Reese for approval of the Correction Action Plan for the CACFP Audit. All were in favor.

09-0630-05 Approval of the training and Technical Assistance Grant (T/TA Grant – one time only)

Kathy stated this was the \$82,254 grant. Basically this is the content area training and it is for the parents as well.

A motion was made by Mark Mow and seconded by Joe Sabo. All were in favor.

09-0630-06 Approval of the Continuation (Refunding) Grant Cycle I

Kathy stated this is an increase based on the COLA and ARRA and it is already imbedded. We have not gotten the increase because it coming back to us retroactively, but we will now be a Grantee of \$5,535,360.

A motion was made by Joe Sabo and seconded by Mark Mow for approval of Continuation Grant Cycle I. All were in favor.

09-0630-07 Approval of the Child and Adult Care Food Program (CACFP) Grant

Kathy explained this is the \$385,000 we need to be reimbursed for breakfast, lunch and snacks.

A motion was made by Dr. Jerry Thacker and seconded by Dick Reese for approval of the CACFP Grant. All were in favor.

09-0630-08 Approval of the Program Improvement Grant

Kathy explained this grant is due to Washington D.C. July 10, 2009. This is to request funds for the cement renovation for the portables and to ask for another \$10,000 for teacher credentials.

Mr. Conner asked since it mentioned training rooms and office space, shouldn't this be the time we make an amendment regarding an optional fourth portable?

Mr. Kapsa stated that the amendment should state approval including a possible fourth portable classroom if feasible. Kathy stated also that Mr. Strauss needed to give her a dollar amount.

Mr. Mow made the motion and Mr. Conner seconded the motion for approval of the Program Improvement Grant with the amendment. All were in favor.

09-0630-09 Approval of the Head Start Program Plans (Service Area Plans):

- **Education and Early Childhood Development**
- **Child Health and Development**
- **Children with Disabilities**
- **Family and Community Partnership**
- **Governance Rules of Operation**
- **Management System**
- **Human Resources**
- **ERSEA**
- **Transportation**

A motion was made for approval by Joe Sabo and seconded by Dick Reese for approval of the Head Start Program Plans. All were in favor.

09-0630-10 Approval of the Employee Handbook and Job Descriptions

Kathy stated that she was asking for approval as they exist today. She stated that she would have to come back to the table in September if any amendments are made after she and Alison look at updates and laws, etc.

A motion was made by Dr. Jerry Thacker and seconded by Joe Sabo for approval of the Employee Handbook and Job Descriptions. All were in favor.

09-0630-11 Approval of the Fiscal Manual

Kathy stated she was also asking for approval as it exists today for the purpose of grant submission.

A motion was made by Dick Reese and seconded by Dr. Jerry Thacker. All were in favor.

09-0630-12 Approval of the Rules of Operation – Policy Council

Kathy stated she was asking for approval as it exists today for the purpose of grant submission.

A motion was made by Jim Conner and seconded by Dick Reese for approval of the Rules of Operation – Policy Council. All were in favor.

09-0630-13 Approval of the Organizational Chart for the Head Start Grantee Office

Kathy explained that the only change on the chart may be the Facilities Transportation and Equipment because it may be possibly a part time position.

A motion was made by Mark Mow and seconded by Dr. Jerry Thacker for approval of the Organizational Chart for the Head Start Grantee Office. All were in favor.

09-0630-14 Approval of the Head Start Consultants

Kathy explained she had developed a chart in the packet to show what the consultants do, what they cost, their résumés, etc. She further explained this is the group she maximizes for consulting. In Elkhart County we secure CAPS for training and likewise in St. Joseph County we use the Community Foundation.

Mr. Conner asked how much money a year we spend with CAPS? Kathy said about \$2,000-\$3,000 a year. Kathy stated she did want to utilize their services more in the near future.

Kathy explained that the Community Foundation was utilized in teacher training due to their knowledge of High Scope.

Kathy also stated anytime anyone had questions or concerns to please call her.

A motion was made by Dick Reese and seconded by Jim Conner for approval of the Head Start Consultants. All were in favor.

09-0630-15 Approval to Conduct Annual Board Elections

A motion was made by Joe Sabo and seconded by Mark Mow for Approval to Conduct Annual Board Elections. All were in favor.

Joe Sabo nominated Jim Conner, Vice President as the incoming President. Dick Reese seconded the motion. All were in favor. Jim Conner was elected as the new Board President.

A nomination for Vice President was made by Dick Reese, nominating Dr. Jerry Thacker. Mark Mow seconded the nomination. All were in favor. Dr. Thacker was elected as Vice President for the upcoming year.

Kathy took the opportunity to thank Mr. Mills for the outstanding job as President this past year.

VIII. Adjournment

The meeting was adjourned at 11:00 a.m.

IX. Closed Session – 10:00 a.m.

**Respectfully Submitted by
Gayle Garrage**