

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

**March 17, 2010**

**Closed Session – 8:00 A.M.**

**Open Session – 9:00 A.M.**

**Consortium Board Meeting**

**I. Call to Order**

Jim Conner, President of the Consortium Board, called the meeting to order at 9:00 a.m.

**II. Roll Call**

President Jim Conner requested the roll call be taken.

Jim Conner	Middlebury Community Schools
Kathy Guajardo	Executive Director, Head Start
Dr. Terry Barker	Union-North United School Corporation
Dick Reese	John Glenn School Corporation
Joe Sabo	Wa-Nee Community Schools
James Kapsa	South Bend Community School Corporation
Dr. Bruce Stahly	Goshen Community Schools
Dr. Jerry Thacker	Penn-Harris-Madison School Corporation
Jim DuBois	Baugo Community Schools
George Dyer	Concord Community Schools

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

Absent from today's meeting were Mark Mow, Superintendent of Elkhart Community Schools and Steve Mills, Superintendent of School City of Mishawaka.

**III. Public Speakers**

There were no public speakers.

**IV. Adoption of the Agenda**

Dr. Jerry Thacker recommended there be two amended items to this agenda item. The first amended item being *Approval of Submission of COLA Grant for Regular Head Start* and the second item being *Approval for Assumption of Head Start Fiscal Administrative Services*.

Mr. Conner stated that the first amended item would be identified as item 10-0317-06 and the second amended item would be identified as item 10-0317-07.

Dr. Thacker made a motion for approval of the agenda with the two amended items included and George Dyer seconded the motion. There was no further discussion. All were in favor.

#### **V. Approval of Minutes**

A motion was made by Dick Reese and seconded by Dr. Terry Barker for approval of the minutes. There was no further discussion. All were in favor.

#### **VI. Communication**

##### **A.) Executive Director's Report**

Before giving her Director's Report, Kathy introduced Heather Erb, a Federal Officer from Chicago. Kathy explained to the Board that Heather had been assigned to our program upon the passing last November of Deb Pruitt, our former Federal Officer. Kathy further explained that Heather was visiting today to meet the Board as well as visit the new Early Head Start Programs at both Merit and Eggleston Schools.

Kathy then introduced Angela Lozano, Vice Chair Member from the Elkhart and St. Joseph Counties Head Start Policy Council. Kathy informed the Board that Angela was a speaker at Daly site meetings to generate enthusiasm with parents and the Head Start Program and is now speaking with other school sites at their site meetings to do the same.

(Executive Director's Report as attached in Board Packet)

Mr. Sabo questioned the fact that we have 66% of our fully enrolled students still waiting to receive services. He then asked Heather if there was a chance for more funding to service more children.

Heather answered that at this point there was not. She said there had been the Expansion Funding we had previously applied for which we did not receive. Heather stated that at this point they are just hoping that some of the ARRA Funds can be made permanent because now they are only good through September 30, 2011. After that date the funding will end unless Congress approves funds that will make that funding permanent. She did say that right now there are no expansion funds available.

Kathy stated that right now the thought is to bring in some of these parents on the waitlist and service them and their children at trainings through our partners to help get the children on the waitlists ready for kindergarten. Then our goal would be to notify each school corporation this information so each corporation would be aware of what kind of service each child has or has not had when entering kindergarten. These suggestions are on the table now and will be looked at closer to June.

Mr. Sabo commented the word is getting out in the community what Head Start is doing for the children and it is just unfortunate that we don't have the funding to service the 600+ students on the waitlist.

Mr. Conner commented on the larger number of children on the waitlist in Elkhart compared to the number in St. Joseph County and hoped something could be done in the future to address the need in Elkhart County.

**B.) Policy Council Chairperson's Report**

Angela reported the Policy Council had recently approved such actions as payroll, expenditures, organizational chart, Assistant Director/Fiscal Officer job description and personnel report. She commented on the enrollment, Early Head Start, and homework packets. Angela reported it did not take more than two weeks after bringing the attention of lack of homework packets to Kathy's attention that the problem had corrected itself. Angela was very complimentary of the program, Kathy, and her staff.

Dr. Barker asked what the packets included that were sent home. Angela gave examples of what the packets contained.

Mr. Dubois asked what school Angela's child attended. Angela informed the Board her child attended Mary Daly School. She informed the Board that she never realized the importance of being involved in Head Start until she was elected to the Policy Council Board.

**C.) Board Member's Communication**

There were no comments at this time.

**VII. Action Agenda**

- 10-0317-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**  
A motion for approval was made by Dr. Stahly and seconded by Dr. Thacker. All were in favor.
- 10-0317-02 Approval of Personnel Actions included in Human Resources Report**  
A motion for approval was made by Dick Reese and seconded by Jim DuBois. Kathy stated that one Policy Council member had been hired for the Early Head Start Program. There was no further discussion. All were in favor.
- 10-0317-03 Approval to Conduct an Annual Self Assessment**  
Kathy stated the annual Self Assessment is mandated. The report is submitted to the Office of Head Start at the regional level.  
  
A motion for approval was made by Joe Sabo and seconded by Dr. Barker. All were in favor.
- 10-0317-04 Approval for the Recruitment and Enrollment Plan for the 2010-2011 School Year**  
Kathy reminded the Board that the February Board Packet contained a calendar showing the enrollment dates, sites, etc. for the fall term. She explained that enrollment is March through June, we accept about 1500 applications, and then in June and July we work with the Transportation Departments to start setting

up routes for the students in the fall, ending with certifying enrollment in August.

The motion was made for approval by George Dyer and seconded by Joe Sabo. All were in favor.

**10-0317-05 Approval of the Head Start Program Plans (Service Area Plans and Policies and Procedures)**

Kathy reminded the Board that these plans were submitted to them electronically. The changes had been marked on their copies. Most changes were due to title changes and adding Early Head Start to the language. One of the biggest changes was in the area of disabilities. Due to taking on the Early Head Start Program, the age is birth to three, the children age three where Head Start enrollment is age appropriate, children with an IEP need to be enrolled in Head Start.

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

**10-0317-06 Approval of Submission of COLA Grant for Regular Head Start**

Kathy explained she will be applying for a COLA grant for July, August, September, and October which will be for \$32,421.00. Hopefully, we will receive those funds after which on November 1<sup>st</sup> the COLA (1.84%) will become permanent.

A motion was made by Dr. Thacker and seconded by Joe Sabo. All were in favor.

**10-0317-07 Approval for Assumption of Head Start Fiscal Administrative Services**

Kathy explained to the Board that South Bend Schools had been the Fiscal Agent dealing with administrative payroll, budget, and benefits as in-kind for the past six years. With schools in the state of Indiana having financial difficulties, South Bend Schools are looking to us for some support to be paid to them for the in-kind fiscal services they have been providing.

A motion for approval was made by Dr. Stahly and seconded by George Dyer. Dr. Stahly stated the amount to be paid to South Bend Schools was \$102,500.00 for the administrative services. He stated he appreciated the way it was calculated. He felt it made sense and that it was an easy way on-going to pay the administrative costs. All were in favor.

**VIII. Adjournment**

Kathy reminded the Board members to take their copies of the Early Head Start Grant with them when they adjourned.

A motion for adjournment was made by George Dyer and seconded by Joe Sabo. All were in favor. The meeting was adjourned.

**Respectfully Submitted by Gayle Garrage**