

Elkhart and St. Joseph Counties Head Start Consortium

245 North Lombardy, Suite A ~ South Bend, In 46619
Office Phone: (574) 283-8127 ~ Fax: (574) 283-8108
Toll – Free: (866) 440-8843 Web site: www.headstartesj.com
Kathy Guajardo, Executive Director

May 9, 2011

Closed Session - 1:00 P.M.

Open Session - 2:00 P.M.

Consortium Board Meeting

I. Call to Order

The meeting was called to order by Board President, Dr. Jerry Thacker at 2:30 p.m. Dr. Thacker requested roll call be taken.

II. Roll Call

Kathy Guajardo	Head Start Executive Director
Dr. Jerry Thacker	Penn-Harris-Madison School Corporation
Jim Conner	Middlebury Community Schools
George Dyer	Concord Community Schools
James Kapsa	South Bend Community School Corporation
Jim DuBois	Baugo Community Schools
Dan Towner	School City of Mishawaka
Richard Reese	John Glenn School Corporation
Joe Sabo	Wa-Nee Community Schools

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

Let it be noted that a letter of resignation to the Elkhart and St. Joseph Counties Head Start Consortium Executive Board was accepted from Dr. Terry Barker. John Farthing from the Union North United School Corporation will be taking Dr. Barker's place on the Executive Board.

John Farthing was in attendance for Union North United School Corporation in place of Dr. Terry Barker. Mark Mow of Elkhart Community Schools and Dr. Bruce Stahly of Goshen Community Schools were absent from the open session.

III. Public Speakers

No public speakers were in attendance.

IV. Adoption of the Agenda

A motion for adoption of the agenda was made by George Dyer and seconded by Joe Sabo. All were in favor.

V. Approval of Minutes

A motion for approval of the minutes was made by Richard Reese and seconded by George Dyer. All were in favor.

VI. Communication

A.) Executive Director's Report

(As in Board packet)

Mr. Kapsa asked if the Barnes & Noble Day for Head Start would be publicized. Kathy said it would be.

Richard Reese asked when and where the Staff Recognition breakfast would be held. Kathy answered that it would be held at Windsor Park Conference Center and the breakfast would be at 9:00 a.m.

B.) Policy Council Chairperson's Report

There was no Policy Council report.

C.) Board Member's Communication

Dan Towner announced that the new Superintendent for Mishawaka Schools beginning July 1, 2011 will be Steve Disney.

VII. Action Agenda

11-0509-01 Approval of Distribution of Payroll, Summary of Actual Expenditures

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

11-0509-02 Approval of Personnel Actions included in Human Resources Report

A motion for approval was made by Richard Reese and seconded by Dan Towner. All were in favor.

An amendment to the Personnel Action 11-0509-02 was made stating Jane Barker is a proposed candidate for hire as Fiscal Officer with HHS approval. A motion for approval of this amendment was made by Jim Conner and seconded by Richard Reese. All were in favor.

11-0509-03 Approval of the Organizational Chart for the Early Head Start and Head Start Grantee

A motion for approval of Organizational Chart/Plan A was made by Jim Conner and seconded by Jim Dubois. All were in favor.

- 11-0509-04 Approval of the 2011-2012 School Calendar**
A motion for approval was made by Joe Sabo and seconded by Jim Conner. All were in favor.
- 11-0509-05 Approval of the Grant Operating Budget for Early Head Start and Head Start Upcoming Fiscal Year**
A motion for approval of the budget attached with Plan A was made by Joe Sabo and seconded by Jim Kapsa. All were in favor.
- 11-0509-06 Approval of the Early Head Start and Head Start Service Area Plans and Policies**
- **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 for approval was made by Richard Reese and seconded by Jim Dubois. All were in favor.
- 11-0509-07 Approval of the Change in the Head Start Teacher Agreements and Employee Handbook**
Action Item Number 7 was tabled.

VIII. Adjournment

A motion for adjournment was made by Joe Sabo and seconded by Richard Reese. All were in favor.

The next Executive Board meeting will be held June 8th at 9:00 a.m.

**Respectfully submitted by
Gayle Garrage**