

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

**November 18, 2009**

**Closed Session – 8:00 A.M.**

**Open Session – 9:00 A.M.**

**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
Mark Mow	Elkhart Community Schools
Dr. Bruce Stahly	Goshen Community Schools

Absent from the meeting was Steve Mills, School City of Mishawaka; Dr. Jerry Thacker, Penn-Harris-Madison School Corporation; Jim Dubois, Baugo Community Schools; and George Dyer, Concord Community Schools. Wayne Stubbs sat in for George Dyer.

**III. Public Speakers**

There were no public speakers.

**IV. Adoption of the Agenda**

Dr. Stahly made a motion to adopt the agenda with the addition of Item #09-1118-04 which pertains to vacation days. The motion was seconded by Mark Mow. All were in favor.

**V. Approval of Minutes**

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

## **VI. Communication**

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

Mr. Conner asked if there was any information Kathy needed to be sharing with the Board. Kathy informed the Board that today was the last meeting of the existing Policy Council Board and that by this afternoon a new Policy Chairperson would be elected.

Mr. Kapsa informed Kathy that South Bend Schools now has a fulltime grant employee, Christine Pochert. Mr. Kapsa suggested that Kathy make an appointment with her in case there would be grants come across Christine's desk that Head Start would possibly be eligible for or interested in.

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

There was no report.

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

There was none.

## **VII. Action Agenda**

### **09-1118-01 Approval of Personnel Actions Included in Human Resources Report**

A motion was made by Dr. Stahly and seconded by Mark Mow for approval of this agenda item. Mr. Conner asked if there was any discussion. All were in favor.

### **09-1118-02 Approval of Distribution of Payroll, Summary of Actual Expenditures**

A motion was made by Dick Reese and seconded by Joe Sabo for approval of this agenda item. Mr. Conner asked if there was any discussion. All were in favor.

### **09-1118-03 Approval of Lease Agreement**

Dr. Stahly made a motion with an amendment that would read \$9,720 for the phones and \$5,000 for the land for a total of \$76, 720. Kathy stated she would take care of his request. Terry Barker seconded the amended motion for the lease agreement. Mr. Conner asked if there was any further discussion. Kathy asked Mr. Conner and Dr. Stahly if they would like her to e-mail them to let them know the amendment had been made. They did not feel it necessary. A vote was taken and all were in favor.

### **09-1118-04 Vacation Days Pay Out**

Dick Reese made a motion that the Executive Director and the Executive Secretary be paid for unused vacation days beyond the language in the Employee Handbook for this year and this year only. Mr. Conner added this would be a one year occurrence. Joe Sabo seconded the motion.

Mr. Conner asked if there was any other discussion. Terry Barker commented that he felt it should be clarified that the reason the vacation days were not taken was that there were several priority activities that required the director's attention as well as her administrative assistant. He further stated that sometimes personal desires are given up in order to get the job done and that is what happened in this situation.

All were in favor.

**VIII. Adjournment**

Mr. Conner called for a motion for adjournment. Mark Mow made a motion for adjournment and Dick Reese seconded the motion. All were in favor.

**Respectfully submitted by  
Gayle Garrage**