

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

November 19, 2008

9:30 A.M.

### Consortium Board Meeting

#### I. Call to Order

President of the Consortium Board, Steve Mills, called the meeting to order at 9:30 a.m.

#### II. Roll Call

President Steve Mills called for the roll call.

Jim Conner	Middlebury Community Schools
Jerry Cook	Baugo Community Schools
Dick Reese	John Glenn School Corporation
Myrtle Wilson for James Kapsa	South Bend Community School Corporation
Kathy Guajardo	Executive Director, Head Start
Dr. Jerry Thacker	Penn-Harris-Madison School Corporation
George Dyer	Concord Community Schools
Joe Sabo	Wa-Nee Community Schools
Steve Mills	School City of Mishawaka
Mark Mow	Elkhart Community Schools

Absent from the meeting were Dr. Bruce Stahly, Goshen Community Schools; Larry Phillips, Union-North United School Corporation; and, James Kapsa, South Bend Community School Corporation.

#### III. Public Speakers

Mr. Mills asked if there was anyone present from the public who would like to speak. There were no speakers from the public.

#### IV. Adoption of the Agenda

It was asked that an addition be made to the agenda by adding 08-1119-04-Approval of Amendment I of the INTERLOCAL Agreement.

A motion was made by Dr. Thacker and seconded by Mark Mow for the addition to the agenda. All were in favor.

A motion was made by Dick Reese and seconded by Jerry Cook for approval of the adoption of the Agenda. All were in favor.

## **V. Approval of Minutes**

A motion was made by Jim Conner and seconded by Joe Sabo for the approval of the minutes of the last Board meeting. All were in favor.

## **VI. Communication**

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

Kathy gave her report (as was enclosed in each Board packet).

Joe Sabo asked if there were three teachers holding a Masters Degree instead of thirteen. Kathy stated that he was correct, it was three.

After Kathy explained the need for the MOU's with the area homeless shelters, she had Gayle Garrage distribute folders to each superintendent containing MOU's for their signatures. The MOU's were for the homeless centers, school corporations, health services, transportation, food service, facilities, and principals. Those present signed their MOU's and turned them in before leaving the meeting.

Alison Fox from Baker & Daniels Law Firm then explained the changes forthcoming for the new regulations and governance procedures. Alison explained the new language needed for both the INTERLOCAL Agreements and By Laws.

Mark Mow asked if the new By-Laws would handle voting issues. He basically needed to know if Superintendent's designees could vote. Alison answered yes they could. Alison further stated any of them were welcome to contact her at anytime concerning Head Start activities.

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

There was no report given by the Policy Council. Kathy explained that the election had just been held and Mr. Frank Miller from Wa-Nee Community Schools was now the new president.

Mr. Mow asked how things were going with the Policy Council. Kathy stated very well, that the changing of the guard had just taken place on Friday. She explained that four people had come and they gave very positive testimonials. One person asked to please be secretary because it was her last opportunity to be a part of the program. Also, there is a community representative from Middlebury.

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

Dick Reese asked if anyone followed up in writing to Congressman Donnelly about her previous request. Kathy explained that she was in constant contact with Congressman Donnelly's secretary, Beth Barrett, regarding grants, so the communication had been kept open. Kathy stated that she will get back with him after January when things settle down a

little for him. She further stated that he had responded back to her stating they would continue the dialogue about more funding.

Jim Conner suggested Kathy get in touch with Mark Souder. Kathy stated that she knew he was a Head Start supporter.

A discussion was generated regarding the allocation for funding transportation for the next school year. The Board began a planning discussion to determine how funding and slots may possibly be allocated and decided to further explore these possibilities in the near future. Some members of the Board could not attend this meeting and those in attendance wanted those members to be represented in this discussion.

## **VII. Action Agenda**

### **08-1119-01 Approval of Personnel Actions included in Human Resources Report**

A motion was made by Joe Sabo and seconded by Jerry Cook to approve the personnel actions. All were in favor.

Kathy informed the Board that she had just received word that Adrianna Wright, one of the paraprofessionals at Lafayette, had passed away unexpectedly.

### **08-1119-02 Approval of Distribution of Payroll, Summary of Actual Expenditures**

A motion was made by Dick Reese and seconded by Jim Conner to approve the distribution of payroll and summary of actual expenditures. All were in favor.

Kathy announced to the Board that there is \$100,000 to distribute back to the school districts for transportation services. Dr. Stahly has the percentages for the distribution to each school corporation and he will forward those on to Brenda Overton in the Business Office. Brenda will see that the monies are distributed to the school corporations.

### **08-1119-03 Dual Language Institute Grant for Reimbursement**

A motion was made by Mark Mow and seconded by Jerry Cook to approve the Dual Language Institute Grant for reimbursement. All were in favor.

### **08-1119-04 Addition: Approval of Amendments for INTERLOCAL Agreement**

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

Alison Fox, Legal Consultant, explained to the Board that a copy of the agreement would be e-mailed to them with the changes explained so each Superintendent would be able to forward the information on to their School Boards. Alison said the information would be sent out to them in the next two days.

**VIII. Adjournment**

A motion was made by Jerry Cook and seconded by George Dyer to adjourn the meeting. All were in favor.

Following the adjournment, Kathy Guajardo presented Jerry Cook with a retirement gift of a clock. Kathy thanked Mr. Cook for all his years of service to the Head Start Program. A breakfast was then served in his honor.

Respectfully submitted by  
Gayle Garrage