

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

September 17, 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
(Jim Dubois)	Baugo Community Schools
Tim Davis for Dick Reese	John Glenn School Corporation
James M. Kapsa	South Bend Community School Corporation
Kathy Guajardo	Executive Director, Head Start
Dr. Bruce Stahly	Goshen Community Schools
Dr. Jerry Thacker	Penn-Harris-Madison School Corporation
Larry Phillips	Union-North United School Corporation
Jim Tahara for George Dyer	Concord Community Schools
Joe Sabo	Wa-Nee Community Schools
Steve Mills	School City of Mishawaka

Absent from the meeting were Mark Mow, Elkhart Community Schools; Dick Reese, John Glenn School Corporation, and George Dyer, Concord Community Schools.

#### 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

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

#### V. Approval of Minutes

A motion was made by Jerry Cook and seconded by Dr. Stahly for the approval of the minutes of the last Board meeting. All were in favor.

Dr. Stahly made a comment that a correction needed to be made on the spelling of "Purl" Street. The correct spelling was noted.

## **VI. Communication**

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

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

Jerry Cook asked if there was a format as to who on the waiting list gets picked. Kathy answered that there is a priority list by enrollment and the criteria has already been preset. The FACS have already received the income and needs information from the family and they are given so many points and are ranked accordingly. If the parent moves to another corporation, they may not necessarily keep that same priority.

Jim DuBois stated that he had a question from a patron who wanted to know if there were any points given to deployed soldiers. Kathy stated that there was an amendment coming down that she would have to check for clarification, but she felt that the income line for the soldier is waived.

Dr. Thacker asked Kathy when the cognitive initiative information would be available. Kathy answered that it would probably be March or April. He asked if they were doing comparisons in each school district including poverty, etc. Kathy stated that right now it was only being done here at Lafayette, but she would check to see if they are able to travel. Mr. Mills stated he would like to see more information about the study itself. Kathy explained that we conduct the Denver as our assessment tool and screening tool. Then the teachers do the CORs which is Child Observation Records. The CORs tie to the High Scope Curriculum which is the curriculum that we use. Kathy explained how exciting it is to see the progress the children make over the period of time such as their learning the alphabet letters, etc. Kathy offered for the group to come to a Board meeting to give a presentation. Dr. Thacker stated he would like the information shared with the Board regarding the data collected with the different sub groups.

Dr. Stahly asked that a list of teachers and their degrees be generated so they could see where they stood on the matter. Kathy explained that approximately 20 were enrolled in Bethel in this project. Kathy said a list would be generated for them for the November meeting. She further stated that any new hires were required to have a BA degree. Kathy stated that 15 hours was a mandate. Professional Development is the key role for teachers. There has not been a criteria set for the FACS workers yet. In fact, there is no degree requirement set for that job class. As far as the leadership for management team she felt that a criteria of 15 hours was needed as well.

Jim Conner then asked if we still keep the extra class to keep the enrollment at 1020. And, is that class still housed at Lafayette? He stated that when looking at the enrollment and the waiting lists that he hoped we would consider looking at doing the same at Elkhart.

Kathy stated that she had just written our Congressman stating that across the country 30% of the Head Starts had relinquished their grants and if there is monies there, could

we at least have it for two years until we can get past the problems in Elkhart County due to the issues in Elkhart County with the unemployment, etc.

We are aware that Wa-Nee has 5 on their waiting list and we know we need 15 to start a class, but maybe hurricane victims, etc. will be moving here. Kathy further stated there were two excellent teachers there that were waiting for students.

Mr. Sabo stated that since he had 10 on a waitlist that were eligible, did that mean if he got 5 students from Goshen, he could start a new class in the p.m.? Kathy said yes, that could happen.

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

Kathy explained that the Policy Council Chairperson was now a Head Start employee so could not be present to give a report. The Vice Chair person also had to work today. But, as Kathy stated, that is the goal, to train them, work with them, and employ them.

**C) Board Member's Communication**

Joe Sabo stated that he would especially like to welcome Mr. Kapsa to the Board.

**VII Action Agenda**

**08-0917-01 Approval of Personnel Actions included in Human Resources Report**

A motion was made by Dr. Bruce Stahly and seconded by Larry Phillips to approve the personnel actions. All were in favor.

**08-0917-02 Approval of Distribution of Payroll, Summary of Actual Expenditures**

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

The motion was made by Joe Sabo and seconded by Jim Conner to distribute to transportation the excess of any of these funds. All were in favor.

Dr. Stahly stated that at the end of the year we look at the excess funds, and not meaning all of the excess funds, but that a reasonable amount of the excess funds be moved to transportation. Kathy asked that Dr. Stahly help to create the formula of the funds to be distributed as he had in the past. This motion was seconded by Jim Conner. All were in favor.

**08-0917-03 Approval to Amend the Elkhart and St. Joseph Counties Head Start Consortium Budget**

**VIII. Adjournment**

Jerry Cook made a motion to adjourn the meeting. Mr. Mills adjourned the meeting.

**IX. Closed Session**

Respectfully submitted by  
Gayle Garrage