



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

Baugo Community Schools
Concord Community Schools
Elkhart Community Schools
John Glenn School Corporation
Goshen Community Schools
Middlebury Community Schools
Penn-Harris-Madison
School City of Mishawaka
South Bend Community Schools
Union-North United Schools
Wa-Nee Community School

March 11, 2011

11:00 A.M.

Policy Council Meeting

I. Call to Order

The meeting was called to order by Chairperson, Angela Lozano, at 11:20 a.m.

II. Roll Call

Those in attendance were:

Amanda Akens	Waterford
David Elliott	Bristol
Trisha VanSkyhawk	Twin Branch
Kate Stutesman	Nuner
Alicia Rocha	Lafayette
Angela Lozano	Roosevelt
Kelly Zillman	LaVille
Melissa Garcia	York
Adriana Gomez	Merit (conference call)
Kathy Guajardo	Head Start Executive Director
Chris Gregorich	Head Start Executive Secretary/HR Specialist
Gayle Garrage	Head Start Secretary

III. Approval of Minutes

A motion for approval of the minutes for the previous meeting was made by Kate Stutesman and seconded by Trisha VanSkyhawk. All were in favor.

IV. Communication

- A.) **Executive Director's Report
(as included in Board packet)**
- B.) **Policy Council Chairperson's Report**
- C.) **Board Member's Communication**

V. Action Agenda

11-0316-01 Approval of Distribution of Payroll, Summary of Actual Expenditures

A motion for approval was made by Kelly Zillman and seconded by Amanda Akens. All were in favor.

11-0316-02 Approval of Personnel Actions included in Human Resources Report

A motion for approval was made by Alicia Rocha and seconded by Amanda Akens. All were in favor.

11-0316-03 Approval to Request a Waiver for School Closings due to Inclement Weather

A motion for approval was made by Melissa Garcia and seconded by Amanda Akens. There was some discussion on whether South Bend Head Start would make up a day on March 21st. Kathy stated that there would be Head Start classes held on March 21st which had previously been a scheduled day off. All were in favor.

11-0316-04 Approval of the Recruitment and Enrollment Plan for the 2011-2012 School Year

A motion for approval was made by Kate Stutesman and seconded by Kelly Zillman. All were in favor.

VI. New Business and Reports

A meeting will be held on March 22nd at 6:00 p.m. for those wishing to participate in going over the homework inkind form for next school year.

It was decided that the next Policy Council meeting would be held April 21st at 6:00 p.m.

VII. Adjournment

A motion for adjournment was made by Trisha VanSkyhawk and seconded by Kate Stutesman. All were in favor.

Respectfully Submitted by
Gayle Garrage