

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

September 16, 2009

9:00 A.M.

Consortium Board Meeting

I. Call To Order

Jim Conner, President of the Consortium Board, called the meeting to order at 9:25 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
Steve Mills	School City of Mishawaka
Dr. Terry Barker	Union-North United School Corporation
Dick Reese	John Glenn School Corporation
Joe Sabo	Wa-Nee Community Schools
Dr. Jerry Thacker	Penn-Harris-Madison School Corporation
James Kapsa	South Bend Community School Corporation
Mark Mow	Elkhart Community Schools
Jim DuBois	Baugo Community Schools
Dr. Bruce Stahly	Goshen Community Schools

George Dyer, Concord Community Schools, was absent from the meeting. Mr. Larry Jackowiak attended the meeting in Mr. Dyer's absence. After taking the roll call, Chris Gregorich, Executive Secretary, announced there were ten Board members and one liaison member present. Present at the meeting was Alison Fox from Baker & Daniels, Attorneys at Law.

III. Public Speakers

President Conner asked if there were any public speakers present. Jean Ketcham of 50601 Ridgemoor Way, Granger, IN 46530 addressed the Board. She said that she had older children in South Bend Public Schools but stated she was very interested in Head Start. She said she felt that Head Start addressed many ills in education and society. She stated that her hope was that there was some incentive money for Head Start and that it would expand.

Mr. Mow commented to Ms. Ketcham that it was obvious she was an advocate of Head Start which was very much appreciated.

IV. Adoption of the Agenda

Mr. Reese made a motion for approval of the Agenda. The motion was seconded by Dr. Barker. Mr. Conner asked if there was any discussion. An addition to the agenda was made, item #09-0916-04, Approval of Changes to the Employee Handbook. A motion was made by Mr. Mills to accept the amendment to the agenda. A second was made by Mr. Reese. Mr. Conner asked for any further discussion. All were in favor.

V. Approval of Minutes

Mr. Mills made a motion to approve the minutes. The motion was seconded by Dr. Thacker. Mr. Conner asked if there was any discussion. All were in favor.

VI. Communication

A.) Executive Director's Report

(As was included in Board packet)

B.) Policy Council Chairperson's Report

Kathy shared with the Board that Friday was this Policy Council's last meeting. The election for the new Policy Council Board will take place in October. Kathy further explained that it was explained to the Policy Council members that if they took the office of Policy Council Board Chairperson, Vice Chair, or Secretary that they must make it a point to attend the Consortium Board meetings.

Mr. Conner then asked Kathy, for the sake of the new Board members, to explain what the Policy Council does. Kathy explained that the Policy Council is comprised of parents and community leaders. There is a process by which they are elected throughout the various sites and school corporations. Once they are elected by their peers at the site meetings, which are held monthly, they meet with the Director and key management, at times, to discuss policies and serve on their Advisory Councils. We recognize the parents as a partner. They bring forth ideas from the parent perspective. The Executive Director cannot submit a grant or any activities to HHS without their approval. They do have an obligation to the Director, but they do not supersede the Board. The Board is ultimately in charge of the fiscal and legal operations of the Head Start Consortium.

C.) Board Member's Communication

There was no Board communication at this time.

VII. Action Agenda

09-0916-01 Approval of Personnel Actions Included in Human Resources Report

A motion was made by Mr. Mow and seconded by Mr. DuBois for approval. Mr. Conner asked for any further discussion. All were in favor.

09-0916-02 Approval of Distribution of Payroll, Summary of Actual Expenditures

A motion was made by Dr. Stahly and seconded by Mr. Mow for approval. Mr. Conner asked for any further discussion. All were in favor.

09-0916-03 Approval to Amend the Elkhart and St. Joseph Counties Head Start Consortium Budget

A motion was made by Mr. Mills and seconded by Mr. Reese. Mr. Conner asked for any further discussion. Mr. Reese stated that he would like any monies remaining be used to help supplement their transportation budgets. Mr. Mow moved to amend the action agenda item as stated by Mr. Reese. Mr. Reese seconded the motion. Mr. Conner asked if there was any further discussion. All were in favor.

09-0916-04 Employee Handbook

Alison Fox from the Law Firm of Baker & Daniels, reviewed in summary form all changes made to the Employee Handbook as were submitted to the Board electronically at an earlier date. The items discussed included Terms and Definitions, Recruitment, Cost and Use of Paraprofessionals (hours policy), Overtime and Compensatory Time, Attendance Policy, Inclement Weather, Professional Development Plan, Vacation/Sick/Personal Time, FMLA, and Personal Appearance.

There was much discussion on the compensatory time issue, sick days carryover issue (especially in regard to long term disability), consideration of PERF, increasing annuity, different long term disability plan, sick leave bank, payout for days over forty-five days,

and a stipend for unused sick days. It was asked that we compile a list of the employees who have 45 days of sick leave accumulated at this time to present at the next Board meeting.

Several Board members asked Alison to do research and bring back more information to them at the next Board meeting.

Dr. Stahly made the motion to amend the handbook to allow employees to carryover sixty sick days of accumulated sick time. The motion was seconded by Dr. Barker. Mr. Conner asked if there was any other discussion. All were in favor.

Mr. Conner commented on the past three Board Presidents and made mention that Mr. Mills, the outgoing president, led us through a Federal Audit, that we did very well financially, with reference to facilities, curriculum, communication and the running of the complete program. Thanks to his leadership, we are looked at as one of the better run Head Start Programs in the country. Due to that, many eyes are upon us. Mr. Conner thanked Mr. Mills for his hard work. Mr. Mills stated that it takes everyone working together. Kathy presented Mr. Mills with a gift in appreciation for his hard work and excellence during his presidency.

VIII. Adjournment

A motion for adjournment was made by Mr. Reese and seconded by Mr. DuBois. Mr. Conner asked if there was any further discussion. All were in favor.

IX. Closed Session – 8:30 a.m.

Respectfully Submitted by:
Gayle Garrage